



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
5000
ARS

04 FEB 2015

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

Subj: STANDING OPERATING PROCEDURES FOR PARKING ABOARD THE
PENTAGON RESERVATION

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

Encl: (1) Letter of Appointment
(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) Overnight Parking Request
(6) DD Form 1199, Pentagon Reservation Parking
Permit Application
(7) Permit Holder's Acknowledgement Statement
(8) Pentagon Reservation Handicap Procedures for
Parking
(9) Memorandum Lost/Stolen Parking Permit

1. Purpose. The purpose of this Standard Operating Procedure (SOP) is to assist department/agency parking representatives with their role and responsibilities. This SOP is also provided to establish policies and procedures for Marines, Civilian Marines, and Contractor personnel who require parking aboard the Pentagon Reservation.

2. Cancellation. This SOP cancels and supersedes the previous HQMC Parking SOP dated 5 March 2009.

3. Background. The Pentagon Force Protection Agency (PFPA) administers and enforces the parking program and controls vehicle access aboard the Pentagon Reservation per the reference. 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),

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who in turn distributes the allocations to Marine Corps Staff departments/agencies. Executive parking assignments at the Pentagon are administered by the Office of the Director Marine Corps Staff based on Department of the Navy Order of Precedence. Non-executive allocations are based on the POSAS.

4. Action. All HQMC departments/agencies are to comply with the guidance within this SOP unless superseded by other directives and regulations issued by Director, Administration and Resource Management Division (DirAR) or PFPA, Parking Management Branch (PMB). This SOP cannot address every conceivable question that might arise in day-to-day parking matters, however, it provides the necessary guidance from most parking related situations. When confronted by a situation unfamiliar to you, and not in this SOP, please consult Security Programs and Information Management Branch (ARS) immediately for guidance.

5. Responsibilities

a. Marine Corps Parking Control Officer (MCPCO). ARS is responsible for Marine Corps parking matters aboard the Pentagon Reservation. These parking matters include:

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

b. Department/Agency Parking Representatives (DAPR). 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 PFPA Parking Application website: <https://parking.pfpa.mil/Maintenance/SecurityDisclaimer.asp> for the purpose of managing their respective department/agency parking program.

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

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.

a. Per the reference, parking aboard the Pentagon Reservation is a privilege and not a right of employment. The following are examples that may result in the loss of a department/agency's parking allocation, an individual's ability to park aboard the Pentagon Reservation, a parking citation, boot, and/or towing at the owner's expense:

- (1) Improper transfer of a parking permit.
- (2) Parking in an unauthorized parking area.
- (3) Parking in an area not designated by the permit.
- (4) Altering a parking permit or the falsification of parking documents or records.
- (5) Receiving multiple parking infractions within a twelve month period.

b. After the MCPCO has received the department/agency parking representative letter of appointment (enclosure 1), and the Systems Authorization Access Request (DD Form 2875) (enclosure 2), the MCPCO will:

(1) Forward enclosures (1) and (2) to the PFPA PMB for processing. Within one week, an account will be established in the PFPA Parking Application database. This account will allow the department/agency parking representative to manage their parking allocations.

(2) Provide the DAPR with the current parking allocation for their department/agency as required.

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(3) Provide the DAPR with a roster of current permit holders assigned to their department/agency as required.

(4) Provide instructions and assistance to the DAPR in managing their parking program. Account users are not permitted to access the PFFA Parking Application until they have been properly trained by the MCPCO. Under no circumstance should the DAPR self-clear himself for parking. If the DAPR requires a parking clearance they can have another account user process the request or submit a request to the MCPCO via the organizational mailbox at SMB.HQMC.ARS.PARKING.FCT@USMC.MIL.

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 (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 GO or member of the SES. Submission does not constitute approval. The request must be approved by the PMB. Once the appropriate entry is made into the PFFA Parking Application the status will remain pending until it has been approved in which the status will change to approved. DAPR's will check the status of the request by selecting the clearance tab and "Search and Edit Clearances".

a. Individuals requesting parking will first contact the DAPR for the office they are visiting. The DAPR will submit the parking clearance request via the PFFA Parking Application.

b. If the requestor is not able to contact the DAPR the request may 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.

c. In the event this mailbox is not functioning, the request may be emailed to the MCPCO. If your email is not answered by close of business, call (703) 695-0570 or (703) 614-3609. Upon receipt, the MCPCO will place the parking request into the PFFA Parking Application for processing. Please be advised, the MCPCO is not the final approval authority for the parking request. This request, once entered into the Parking Application must be approved by the PFFA PMB. Requests not received within the required 24 hour time frame may not be approved in time for the visit. It is imperative that all General Parking requests are received at least **24 hours** prior to the visit.

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In the event of a same day parking request, send the Parking Clearance Request Form (enclosure 3) to the parking SMB mailbox and call (703) 695-0570 or (703) 614-3609 for immediate assistance.

d. Permanent employees of the Pentagon are not considered visitors of the Pentagon. Should an employee require parking they will have two options:

(1) Self clear by visiting the Pentagon Parking Management Office Room 2D1039 and submitting a Parking Clearance request.

(2) Contact their DAPR to submit a parking clearance request. In the absence of the DAPR the request can be sent as described in paragraph 7.b. of this SOP.

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

a. Pentagon VIP Parking (Lane 26): Normally reserved for GO and SES personnel. Executive visitor parking for the Pentagon will be assigned at the time of approval.

b. 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 with special situations who do not have a permit, or for personnel that are receiving metro subsidy and need to park in general parking areas if they have a need to drive that day. Individuals are limited to 5 days of clearance to park a month.

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 Symposiums, Top Level Schools, retirements and promotions hosted by a GO or SES. Since special events normally require a great deal of coordination for both parking and access requirements for (non DoD badge holders), it is requested that the MCPCO be notified at least 21 days in advance of the special event.

Retirements and Promotions: Parking Clearance request forms (enclosure 3) are required for all visitors attending retirements and promotions on the Pentagon Reservation. Parking request for

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Executives, and family members with special needs will be processed and approved as needed. All other guest will be cleared to park in Hayes/Fern or North lanes 57-63 lots.

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 department/agency. 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. Departments/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. 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 which reflects the lot they are authorized to park. **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 from the authorized permit holder to PFPA PMB for approval. This information is provided to the Pentagon Police for security measures. Enclosure (5) will be utilized to request overnight parking. Overnight parking is only authorized for Pentagon permit holders.

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

<u>Pentagon</u>	
Mall	(M#)
Corridor #5	(C5#)
North Secure #	(NS#)
South Secure "A"	(SSA#)
North "NA"	(N-A)
South "A"	(S-A)
North "C"	(N-C)
South "C"	(S-C)
Shift Worker "C"	(SW-South)
Shift Worker "N"	(SW-North)
B (Van/Carpool)	(B)
Handicapped	(H)
Temporary Handicapped	(T)
Motorcycle	(BIKE)
Official Business	(OB)
Official (Unmarked/leased Government vehicle)	(O)

c. Permanent parking is defined as parking 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 6) along with
the Pentagon Reservation Permit Holder's Acknowledgement
Statement of parking responsibility (enclosure 7). All
information on the DD Form 1199 must be accurate. Both forms
will be validated by the requestor's signature. Falsification
may result in the permanent loss of parking privileges aboard the
Pentagon Reservation. Under no circumstances should personnel
loan or share a parking permit except for van/carpool permits.

d. Handicapped Parking. State sponsored Handicapped
Parking Placards are not recognized aboard the Pentagon
Reservation. Only personnel with handicapped "H" parking permits
issued by the PFFA PMB are authorized to park in the designated
handicapped parking areas at the Pentagon. Personnel requesting
handicapped parking must obtain a formal letter (on letterhead)
from their doctor addressing the disability and the anticipated
length of time needed for handicapped parking permit, with the
doctor's original signature. Enclosure (8) lists the procedures
by which handicapped parking is requested.

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(1) The medical evaluation documentation presented in support of a handicapped "H" parking permit request must address the following questions:

(a) Is the severe walking impairment permanent? If the walking impairment is not permanent, how long is it expected to last?

(b) Does the severe walking impairment prevent the use of public transportation? If so, how?

(c) Does the severe walking impairment prevent participation in a carpool, either as an operator or as passenger? If so, how?

(d) What are the limitations on walking specific distances?

(e) Why do the increased walking distances from certain parking areas adversely affect the disability?

(f) Are there other relevant statements supporting the request for an "H" permit?

(2) 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

(3) Once the requestor receives the approval letter from the clinic, they must submit the clinic approval letter to the DAPR. The DAPR will have the requestor fill out and sign enclosures (6) and (7) for processing. The DAPR will submit the clinic approval letter, signed DD1199 and Permit Holder's Acknowledgment Statement to the MCPCO. The MCPCO will make the appropriate entries into the Parking Application for processing of the permit by the PMB. Once the permit is ready for pick-up the MCPCO will notify the DAPR. The DAPR will deliver the control card and permit to the applicant. The signed control card will be returned to the MCPCO.

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e. 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. 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 their DAPR. The DAPR will deliver the permit to the MCPCO. The MCPCO will store the permit during the duration of the disability. MCPCO 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 MCPCO via their respective DAPR.

f. Carpool and Vanpool Parking. Carpool and Vanpool parking permits are handled exclusively by the PFPA PMB. Van/Carpool reserved parking areas are designated by parking signage as "B" throughout the Pentagon Reservation. In order to obtain a van or carpool permit, specific requirements must be met:

(1) Vanpool 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 vanpool 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 PMB and may require written statements. The principal member and all other vanpool members shall apply for and obtain the vanpool permit from PFPA PMB, located in Room 2D1039, Pentagon Concourse. Pentagon Reservation vanpool permit holders must be registered with the Washington Metropolitan Area Transit Authority to receive Metro Subsidy Benefits.

(2) Carpool 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 carpool 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

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other carpool members shall apply and obtain the carpool permit from PFFA PMB, 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 PFFA PMB in room 2D1039. The PFFA PMB 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.

g. Temporary Parking Clearance. A temporary parking clearance 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 clearances shall not exceed 2 weeks in duration. Individuals may obtain the temporary parking clearance from PFFA PMB, 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 parking clearance from PFFA PMB, located in Room 2D1039, Pentagon Concourse or contact their respective DAPR.

(3) For individuals enrolled in the DoD NCR Mass Transportation 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 PFFA PMB for processing via the DAPR. The DAPR will forward request to the MCPCO. If approved the MCPCO will notify the DAPR who will inform the requestor.

12. Assignment of Executive Parking Permits. Permanent Executive Parking is defined as GO, Member of the SES, Executive Assistant, and Sergeant Major of the Marine Corps. Executive parking spaces at the Pentagon are assigned by the Director, Marine Corps Staff.

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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 DAPR accessing the PFPA parking application 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 DAPR. The DAPR will deliver the permit to the MCPCO located in room 2A288A.

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/carpooler, the individual must report the case number to the PFPA PMB for replacement.

(3) The DAPR will endorse the Lost/Stolen Parking Permit Memorandum enclosure (9). If a replacement permit is required the DAPR will also enter the request into the Parking Management system. The system will generate a DD1200 that must be signed.

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. For government vehicles, the following procedures apply:

a. Official Business Access Pass. The purpose of the Official Business (OB) Access Pass is to allow government vehicles the ability to pick-up and drop-off (senior official passengers conducting official business) at the closest points of entry at the Pentagon (i.e. Mall Entrance, Corridor 5, River Entrance, and North Secure). To obtain an OB Pass, a letter of justification from the department/agency requesting the "OB" pass

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is required. This letter must be sent via the DirAR, (ARS) to:

Department of Defense
Pentagon Force Protection Agency (PFPA)
Attention: Parking Management Office
9000 Defense Pentagon
Washington, DC 20301-9000

The letter must include all pertinent vehicle information and a point of contact.

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

b. Marked Government. All marked government-owned vehicles that routinely park at the Pentagon Reservation must display a PFPA PMB-provided Pentagon Reservation location sticker affixed to the bottom left corner (driver's side) of the vehicle windshield. The location stickers are required to identify the applicable government agency the vehicle is assigned to, the point of contact at that department/agency, and work phone number that will be maintained in the PFPA PMB database. Visiting Federal Government Agencies may obtain temporary visitor parking in the designated "O" parking areas.

c. 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 agency parking representative to PFPA PMB 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 the DirAR (ARS) to:

Department of Defense
Pentagon Force Protection Agency (PFPA)
Attention: Parking Management Office
9000 Defense Pentagon
Washington, DC 20301-9000

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PFPA PMB will conduct a review of submitted requests and may issue an "O" parking permit upon verification of submitted information. Although owned by General Services Administration, some unmarked vehicles may bear state-issued license plates. These permits are issued and displayed for security purposes and the vehicles are eligible to park on the Pentagon Reservation.

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

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 PFPA at (703) 697-1001. There is a cost associated with the towed vehicle or boot removal.

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

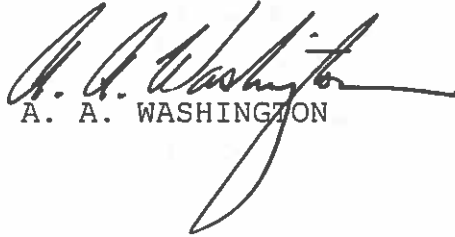
(1) Parked in unauthorized parking areas, grassy areas, within the RDF Secured Access Lanes, near guard booths, along yellow curbs, or in a manner that blocks traffic or pedestrian lanes; not displaying the authorized permit assigned to the individual and vehicle tag number; vehicle clearance not authorized; 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. In the event that a personal vehicle is damaged on the Pentagon Reservation the member must contact the Pentagon Police and report the incident. The Pentagon Police can be reached at (703) 697-1001.

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17. Contact. If you have any questions regarding parking management, please contact the HQMC Parking Control Officer, at (703) 695-0570 or 614-3609 or in room 2A288A, Pentagon and or SMB Parking email at SMB.HQMC.ARS.PARKING.FCT@USMC.MIL.


A. A. WASHINGTON

5000
Unit Code
Date

From: Executive Assistant, 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 (select one) Department/Agency Parking Representative for Name of Unit (Org Code).
2. You will familiarize yourself with the information contained in the reference.
3. Please contact the Headquarters Marine Corps Parking Control Office at (703) 695-0570 to schedule your training.

E. A. HQMC

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 Headquarters Marine Corps, Name of Unit (Org Code). I have familiarized myself with the information contained in the reference.

I. M. MARINE

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 other identifiers 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 <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> 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. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP	
	<input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
9. DESIGNATION OF PERSON		
<input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR		
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)		
<input type="checkbox"/> 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:			
<input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO:			
<input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
I certify that this user requires access as requested. <input type="checkbox"/>			
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)

26. NAME (Last, First, Middle Initial)

27. OPTIONAL INFORMATION (Additional information)

By signing block II I agree to the following rules of behavior:

- I understand that I am providing both implied and expressed consent to allow authorized authorities, to include law enforcement personnel, access to my files and e-mails which reside or were created on Government IT resources.
- I will not conduct any personal use that could intentionally cause congestion, delay, or disruption of service to any Marine Corps system or equipment.
- I will not install or use any Instant Messaging client or peer-to-peer file sharing application, except that which has been installed and configured to perform an authorized and official function.
- I will not use Marine Corps IT systems as a staging ground or platform to gain unauthorized access to other systems.
- I will not create, copy, transmit, or retransmit chain letters or other unauthorized mass mailings, regardless of the subject matter.
- I will not use Government IT Resources for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
- I will not use Government IT resources for personal or commercial gain without commander approval. These activities include solicitation of business services or sale of personal property.
- I will not create, download, view, store, copy, or transmit materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited such as transmitting sexually explicit or sexually oriented materials.
- I will not use Marine Corps IT systems to engage in any outside fund-raising activity, endorse any product or service, participate in any lobbying activity, or engage in any prohibited partisan political activity.
- I will not post Marine Corps information to external newsgroups, bulletin boards or other public forums without proper authorization. This includes any use that could create the perception that the communication was made in ones official capacity as a Marine Corps member, unless appropriate approval has been obtained or uses at odds with the Marine Corps mission or positions.
- I will not use Marine Corps IT resources for the unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information, including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.
- I will not modify or attempt to disable any anti-virus program running on a Marine Corps IT system without proper authority.
- I will not connect any personally owned computer or computing system to a DoD network without prior proper written approval.

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 <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> 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)

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

- (1) Name. The last name, first name, and middle initial of the user.
- (2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).
- (4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) Official E-mail Address. The user's official e-mail address.
- (6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (7) Official Mailing Address. The user's official mailing address.
- (8) Citizenship (US, Foreign National, or Other).
- (9) Designation of Person (Military, Civilian, Contractor).
- (10) IA Training and Awareness Certification Requirements. User must indicate if he/she has completed the Annual Information Awareness Training and the date.
- (11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).
- (12) Date. The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

- (13) Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.
- (14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)
- (15) User Requires Access To: Place an "X" in the appropriate box. Specify category.
- (16) Verification of Need to Know. To verify that the user requires access as requested.
- (16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.
- (17) Supervisor's Name (Print Name). The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- (18) Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.
- (19) Date. Date supervisor signs the form.
- (20) Supervisor's Organization/Department. Supervisor's organization and department.
- (20a) E-mail Address. Supervisor's e-mail address.
- (20b) Phone Number. Supervisor's telephone number.

(21) Signature of Information Owner/OPR. Signature of the functional appointee responsible for approving access to the system being requested.

(21a) Phone Number. Functional appointee telephone number.

(21b) Date. The date the functional appointee signs the DD Form 2875.

(22) Signature of Information Assurance Officer (IAO) or Appointee. Signature of the IAO or Appointee of the office responsible for approving access to the system being requested.

(23) Organization/Department. IAO's organization and department.

(24) Phone Number. IAO's telephone number.

(25) Date. The date IAO signs the DD Form 2875.

(27) Optional Information. This item is intended to add additional information, as required.

C. PART III: Certification of Background Investigation or Clearance.

(28) Type of Investigation. The user's last type of background investigation (i.e., NAC, NACI, or SSBI).

(28a) Date of Investigation. Date of last investigation.

(28b) Clearance Level. The user's current security clearance level (Secret or Top Secret).

(28c) IT Level Designation. The user's IT designation (Level I, Level II, or Level III).

(29) Verified By. The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(30) Security Manager Telephone Number. The telephone number of the Security Manager or his/her representative.

(31) Security Manager Signature. The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(32) Date. The date that the form was signed by the Security Manager or his/her representative.

D. PART IV: This information is site specific and can be customized by either the DoD, functional activity, or the customer with approval of the DoD. This information will specifically identify the access required by the user.

E. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.

FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's IAO. Recommend file be maintained by IAO adding the user to the system.

DD 2875 ADDENDUM
STANDARD MANDATORY NOTICE AND CONSENT PROVISION
FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS

By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

- You consent to the following conditions:

- o The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- o At any time, the U.S. Government may inspect and seize data stored on this information system.

- o Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

- o This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.

- o Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

- Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

- The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and

User Initials _____

ENCLOSURE (2)

data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

- Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.

- Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.

- A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.

- These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.

o In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (Le., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.

o All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

User Initials _____

ENCLOSURE (2)

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:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Rank/Title:	Last Name:	First Name:	P
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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.



Pentagon Force Protection Agency Pentagon Reservation Security Access Form

Please fill out appropriate fields and fax to the PFFA 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 (<i>Last, First, Middle initial</i>)	b. Signature
c. Contact Number	d. Agency (<i>i.e. Army, Navy, OSD, etc</i>)

Part B - Delivery/Pick-up Information

2.a. ITS Tracking Number	b. Arrival Date
c. Final Destination (<i>i.e. Pentagon, FB2, etc.</i>)	d. Purpose of visit

Part C - Driver/Helper Information

3.a. Name (<i>Last, First, Middle initial</i>)	b. Company	
c. Date of Birth	d. Place of Birth	
e. U.S. Citizen (<i>Yes or No</i>)? (If "No," skip to "g")	f. SSN	
g. Alien Registration Number	h. Country	i. Expiration Date

4.a. Name (<i>Last, First, Middle initial</i>)	b. Company	
c. Date of Birth	d. Place of Birth	
e. U.S. Citizen (<i>Yes or No</i>)? (If "No," skip to "g")	f. SSN	
g. Alien Registration Number	h. Country	i. Expiration Date

5.a. Name (<i>Last, First, Middle initial</i>)	b. Company	
c. Date of Birth	d. Place of Birth	
e. U.S. Citizen (<i>Yes or No</i>)? (If "No," skip to "g")	f. SSN	
g. Alien Registration Number	h. Country	i. Expiration Date

FOUO

PENTAGON FORCE PROTECTION AGENCY
PARKING MANAGEMENT DIVISION
(Fax 703 614-4211)

Date:

FROM:

TO: Parking Management Branch (PMB)

SUBJECT: OVERNIGHT PARKING REQUEST

I plan to park my vehicle overnight at the _____ during the period
_____ to _____, for state reason.

Vehicle information as follows:

Parking Permit #: _____

Year/Make/Model: _____

Color: _____

License Plate #: _____

Location: _____

Contact Information:

Phone # you or responsible person can be contacted at: _____

FOUO

ENCLOSURE (5)

PENTAGON RESERVATION PARKING PERMIT APPLICATION
Bulk Processing 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)					
<input type="checkbox"/> a. GENERAL SCHEDULE		<input type="checkbox"/> b. EXECUTIVE SCHEDULE		<input type="checkbox"/> c. SENIOR EXECUTIVE SERVICE	
<input type="checkbox"/> d. OFFICER		<input type="checkbox"/> f. ENLISTED		<input type="checkbox"/> g. CONTRACTOR	
<input type="checkbox"/> e. WAGE GRADE				8. GRADE	
<input type="checkbox"/> h. OTHER (Specify)					
9. WORK LOCATION (X one)					
<input type="checkbox"/> a. PENTAGON		<input type="checkbox"/> b. 400 ARMY NAVY DRIVE		<input type="checkbox"/> c. FOB2	
				<input type="checkbox"/> d. OTHER (Specify)	
10. ROOM NUMBER		11. WORK TELEPHONE NUMBER (Include area code)		12. HOME ZIP CODE (ZIP Code + 4)	
13. DEPARTMENT (X one)					
<input type="checkbox"/> a. ARMY		<input type="checkbox"/> b. AIR FORCE		<input type="checkbox"/> c. NAVY	
<input type="checkbox"/> d. DEPARTMENT OF DEFENSE		<input type="checkbox"/> f. OTHER (Specify)		14. AGENCY/DIVISION	
<input type="checkbox"/> e. OFFICE OF THE SECRETARY OF DEFENSE					
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)					
<input type="checkbox"/> a. 2M		<input type="checkbox"/> b. 3M		<input type="checkbox"/> c. 4M	
				<input type="checkbox"/> d. VAN POOL (7 or more members)	
17. ARE YOU APPLYING FOR AN INDIVIDUAL PERMIT?			18. DO YOU RECEIVE METRO SUBSIDY?		
<input type="checkbox"/> a. YES <input type="checkbox"/> b. NO			<input type="checkbox"/> a. YES <input checked="" type="checkbox"/> 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)	
		<input type="checkbox"/> a. NEW <input type="checkbox"/> b. REPLACE <input type="checkbox"/> c. DUPLICATE		<input type="checkbox"/> a. SPECIAL <input type="checkbox"/> b. DISABLED <input type="checkbox"/> c. EXCEPTION	
24. FOB2 ONLY			25. PERMIT NUMBER		26. PERMIT EXPIRATION DATE (YYYYMMDD)
<input type="checkbox"/> a. LOT NUMBER (1 - 6)		<input type="checkbox"/> 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 Responsibilities**

The Pentagon is a secure and controlled facility. All vehicles accessing and parking on the Reservation must be identified by the permit holder's name and vehicle tag number as stated in Administrative Instruction 88, subject, "Pentagon Reservation Vehicle Parking Program". 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 as well as those in AI 88 and 32 CFR 234.18. Failure to comply will result in the issuance of violation notices, possible immobilizations, administrative actions, and if applicable, criminal sanctions. As a permit holder:

- I will keep parking data information, such as: mass transit benefit membership, work phone number, vehicle tag numbers, and car/van pool memberships current at all times with the Parking Management Branch (PMB), located in Room 2D1039 of the Pentagon. Vehicles not properly registered are subject to booting and or towing.
- I will return the assigned parking permit issued upon out-processing, retiring, expiration, leaving the agency, or upon a request of a PMB representative to PMB. I understand the permit is non-transferable to another individual and any such transfer subjects me to subsequent investigation 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 booted at their own expense.
- I understand that I may be issued a Violation Notice for the first parking infraction, booted for the second violation, and booted with parking privileges suspended for the third infraction for such parking offenses listed below or set out in AI 88:
 1. Displaying an expired Parking Permit.
 2. Failure to display 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 SUSPENDED FOR AS MUCH AS ONE YEAR OR INDEFINITELY DEPENDING ON THE TYPE OF PARKING VIOLATIONS DOCUMENTED.

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 (7)

**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, or walking specific distances.
- Why the increased walking distances from the 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 (703) 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 2D1039, Concourse adjacent to the Post Office and a permit will be issued. If the form is for 3 months or more, call your appropriate agency parking representative (listed below) for further instructions and forms.

<u>AGENCY</u>	<u>ROOM NUMBER</u>	<u>PHONE NUMBER</u>
Air Force	5D855	(571) 256-0449
Army	BF961C	(703) 692-4915
DIA	DIAC	(202) 231-7269
Joint Staff	1E986	(703) 697-5983
NAVY	5E158	(703) 697-0874
OSD	3B139A	(703) 614-7271
Def Info System Agency	BE819A	(703) 695-5983
National Guard Bureau	Arlington Hall	(703) 601-6940
Marine Corps	2A288A	(703) 614-2122

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 at the Pentagon Reservation. You should also note that a Pentagon Reservation permit is required to park anywhere on the Reservation. Vehicles without an authorized Pentagon Reservation permit will be booted or towed.

ENCLOSURE (8)

(Date (DD MON YR))

MEMORANDUM

From: _____
(Name of Person Reporting the Permit Lost/Stolen)

To: Pentagon Parking Management Office

Via: (1) Agency Parking Representative _____
(Name of Agency)

Via: (2) Component Parking Representative _____
(OSD, CJCS, Marine Corps, Navy, Army, Air Force, PFPA)

Subj: LOST/STOLEN PARKING PERMIT

1. The following permit has been lost or stolen (circle one):

Permit Holder Name/Contact info: _____

Permit Type/Number: _____

Date Lost/Stolen/Reported to IEOC/case number _____

703 697-1001

2. Circumstances regarding this matter: _____

Signature

FIRST ENDORSEMENT

From: Agency Parking Representative

To: Pentagon Parking Management Office

Via: Component Parking Representative _____

1. This above information has been reviewed and an investigation which identified the following: _____

2. A replacement permit is / is not required (circle one)

3. Point of Contact is: _____
(Name/ Phone Number/e-mail address)

Signature

ENCLOSURE (9)

(Date (DD MON YR))

SECOND ENDORSEMENT

From: Component Parking Representative _____
(OSD, CJCS, Marine Corps, Navy, Army, Air Force, PFPA)

To: Pentagon Parking Management Office

1. The statements regarding this case has been reviewed and approved/disapproved.

2. Remarks: _____

Signature

(Date (DD MON YR))

THIRD ENDORSEMENT

From: Pentagon Parking Management Office
To: _____
(Name of Person Reporting the Permit Lost)

- 1. The information provided has been reviewed and approved/disapproved
- 2. The allocation has been returned to the agency or permit has been reissued (circle one).

3. Remarks: _____

Parking Management Office Signature

ENCLOSURE (9)