

I. PURPOSE

This plan is established as a means of administering parking facilities at the Pentagon in consonance with Office of Management and Budget Circular (OMB) A-118, dated August 13, 1979; Federal Property Management Regulations, Temporary Regulation D-65, dated September 6, 1979; Department of Defense Directive 4165.62 dated December 7, 1979, and Executive Order 12191, dated February 1, 1980.

II. SCOPE

This plan is applicable to all personnel who utilize the vehicle parking facilities at the Pentagon and only those permits recognized under the plan will be valid in Pentagon parking areas.

III. OBJECTIVES

The Pentagon parking plan supports the President's Federal Employee Parking Facilities and Ridesharing Programs and is designed to achieve the following objectives:

- A. Limit Federal installation parking facilities to the minimum necessary.
- B. Encourage carpool/vanpool participation by providing close-in parking spaces for carpools/vanpools that organize and register under the provisions of this plan.
- C. Encourage greater use of commuter buses and public transportation.

D. Demonstrate that ridesharing does conserve energy, reduce traffic congestion, improve air quality, expand transportation options, and provide an economical form of travel.

IV. RESPONSIBILITY

The Director, Washington Headquarters Services, has been assigned responsibility for the implementation, operation, and control of personnel parking plans for all Department of Defense (DOD) occupied General Services Administration (GSA) buildings in the National Capital Region (NCR).

V. DEFINITIONS

A. Parking Facilities. Vehicle parking spaces under the control of the DOD Building Administrator that are used for Government vehicles, other official vehicles, visitor vehicles, and privately owned vehicles (military, civilian, contractor, etc.).

B. Official Parking. Parking spaces reserved for marked or unmarked Government-owned or Government-leased vehicles or privately owned vehicles used twelve or more work days per month for which reimbursement is paid by the Government.

C. Visitor Parking. Parking spaces reserved for the exclusive use of visitors to the Pentagon at all times. A visitor is one who is not assigned to nor who is not a full-time employee of the Pentagon. Pentagon Building occupants will not be cleared to park in visitor parking areas.

D. Transient Parking. Parking spaces reserved for repairmen responding

to service calls, of commercial firms under contract with a Government agency in the Pentagon, between 9:00 a.m. and 3:30 p.m., Monday through Friday, holidays excepted. Continuous day-to-day parking will not be considered transient.

E. Employee Parking. The parking spaces assigned for the use of employee-owned vehicles other than those classified as "official parking".

F. Executive Parking. Parking spaces reserved at all times for assignment to executive personnel in the military ranks of Brigadier General and above, Flag Officers and civilians in the Senior Executive Service or equivalent or above.

G. Handicapped Employees. Employees who have a severe, permanent physical or mental impairment which, for all practical purposes, precludes use of public transportation, and employees unable to operate a car as a result of a permanent impairment (e.g., the blind) and are driven to their place of employment by someone else, shall receive a parking space assignment without charge. Individuals who temporarily qualify for a handicapped parking space (e.g., due to a strained back during convalescence from an illness or a broken leg) are not exempt from payment of parking charges. Personnel who qualify for handicapped parking are encouraged to sponsor and participate in a carpool which could use the assigned space. Justification for a handicapped space assignment requires certification by the Pentagon DOD Civilian Employee Health Service or Pentagon military medical officials. The individual must be assigned to the Pentagon.

H. Special Situation Parking. ("G" type permits between 6:30 a.m. and 3:30 p.m., Monday through Friday, holidays excepted.) Parking spaces reserved for assignment to employees who are unable to carpool or ride public transportation due to work hours, place of residence or other extraordinary circumstances.

I. Temporary Parking. Parking areas designated as exempt parking areas for holders of valid temporary parking permits issued by the Central Parking Control Office and the Defense Component Parking Offices. Parking in this area is restricted to duty officers, personnel on temporary duty not to exceed two weeks active duty, new employees up to ten working days, and employees who are departing for other employment or another duty station prior to the 5th of the departing month.

J. Parking Space. The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle.

K. Carpool. A group of two or more people using a motor vehicle for transportation to and from work. At least one member must be employed and physically located in the Pentagon on a full time basis.

L. Regular Member. A person who travels daily (leave excepted) in a carpool for a minimum distance of one mile each way to the Pentagon or other employment center. Employees who ride in a carpool one way only (either to or from) are not considered regular carpool members. Regular members must be registered at the Central Parking Control Office, Room 2E165, by the principal member (the first name on the application).

M. Unusual Work Hours. Individuals who are officially assigned unusual working hours or who, because of the demands of their job responsibilities, must arrive unusually early and/or depart unusually late. Time periods which vary less than one hour from established organization work hours will not be considered unusual.

N. Shift Worker. An employee whose scheduled duty hours are established as a shift starting or ending outside his or her organization's normal duty hours. This term includes an employee on swing or midnight shifts; but it does not include an employee on overtime or flextime, or an executive who works hours beyond the usual eight hour work day.

O. Contingency Parking. A special parking area has been designated for Pentagon personnel required to work during exercises, contingencies and crisis situations. Temporary special parking permits issued by the Central Parking Control Office are required for parking in this area.

P. Emergency Parking. Carpool members, bus riders, and permit holders who, due to unforeseen circumstances or emergencies, must drive their car on any given day, or who forget their permits, will be required to park in the commercial parking area located in North Parking and pay a daily parking fee.

Q. Vanpool. A group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single, daily round trip. This excludes automobiles, buses, or commercially-operated vanpools.

VI. POLICIES

A. Allocation of Vehicle Parking Facilities. The DOD Building Administrator will allocate and identify parking facilities at the Pentagon Building. These parking facilities and spaces will be assigned according to the following priorities, which are based on convenience and the shortest walking distance to the building:

1. Official Vehicles.
2. Handicapped persons and those drivers who regularly provide transportation to the handicapped.
3. Vanpools.
4. Carpools with four or more members.
5. Carpools with three members.
6. Carpools with two members.
7. Single-occupant vehicles, space permitting.

B. A limited number of convenient parking spaces will be available at the Pentagon for certain executive personnel and for personnel with unusual hours, in accordance with the provisions of Federal Property Management Regulations. Personnel to whom individual parking permits are assigned are encouraged to form carpools whenever possible.

C. Establishment of Charges. Charges for use of Pentagon parking facilities will be assessed beginning November 1, 1979. For the initial period of November 1, 1979 through September 30, 1981, the charges to be collected will be 50 percent of the full rate. Prior to November 1, 1980, GSA will determine the monthly charge for FY 1981. The full assessed rate will be collected beginning October 1, 1981.

10. Carpool Parking. (See definition.)

a. The following areas are reserved for carpool parking from 6:30 a.m. to 3:30 p.m., Monday through Friday, holidays excepted (designated carpool parking areas are subject to adjustment based on the type and number of carpool applications received.):

(1) Four or more member carpools. Lanes 4 through 7 and Lanes 10 through 14, South Parking and Lanes 3 and 4, Mall Extension Parking Area, Lanes 41 and 42, North Parking.

(2) Three member carpools. Lanes 20 through 26, South Parking, Lanes 5 and 6, Mall Extension Parking Lot and Lanes 43 through 46, North Parking.

(3) Two member carpools. Lanes 27 through 33, South Parking, the Carpool Section of the Hayes Street Parking Lot and Lanes 47 through 52, North Parking.

Carpool parking permits will be issued for specific parking areas. For example, holders of 4 or more member carpool permits may park in the North Parking, South Parking or the Mall Extension areas. Similarly, 3 and 2 member carpool permit holders may park in any vacant space in any area designated for 3 and 2 member carpools, respectively. If no spaces are available in designated carpool areas in all parking lots, carpools are authorized to park in any vacant space in lower ranked areas. For example: 4 or more member carpools may park in any 3 or 2 member area, any "G" area; 3 member carpools may park in any 2 member area, any "G" area; and 2 member carpools may park in any "G" area. To obtain carpool permits, two

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ing Control Office (any member of the carpool may bring the application to the Central Parking Office but principal member must pick up and sign for permit). The forms are to be completed as indicated in the attached sample (Enclosure 2) on Pentagon Carpool Parking Permit side only.

b. Parking permit assignments will be based on the policies and priority system outlined in paragraph VI. A. B., preceding.

c. The following procedures pertain to the composition and operation of carpools:

(1) All carpools will have a designated principal member who is responsible for upkeep of carpool information with the Central Parking Control Office. All carpool members are responsible for knowing and complying with carpool policy and procedures. A new DD 1199 will be submitted to the Central Parking Control Office as changes, additions and deletions occur.

(2) All carpool members must participate in the carpool to and from an employment center on a daily basis (except when on leave, TDY or other official absence).

(3) When carpool members have a disagreement about retention of a permit because one member is moving or one member wants all the other members to leave so he/she can have all new members, or other such circumstances, the permit will be withdrawn by the Central Parking Control Office and new applications submitted by the parties concerned and appropriate permits issued.

(4) At least one member of the carpool must be employed in the Pentagon. Other participants can be employed elsewhere; however, all participants must be employed. Nondriving students, housewives, guests, etc. are not eligible to be listed as carpool members.

(5) In the event of lost, stolen or destroyed permits, application for a replacement permit must be made to the Central Parking Control Office on DD Form 1200. (Sample attached as Enclosure 3.)

(6) Carpool permits must be conspicuously displayed, at all times so the permit number is plainly visible and readable through vehicle windshield when vehicle is parked in the Pentagon parking area.

(7) In the event that a carpool is unable to park in any of their assigned areas due to assigned areas being filled, they are authorized to park in the lower designated areas, i.e.:

(a) Four or more member carpools are authorized to park in any 3 or 2 member carpool area or in any "G" area.

(b) Three member carpools are authorized to park in any 2 member carpool area or any "G" area.

(c) Two member carpools are authorized to park in any "G" area.

(8) Should carpool members forget their permit, the carpool will have to park in the Commercial Lot, North Parking Area and pay a daily fee. Clearances for forgotten permits will not be granted in regular carpool lanes.

Serious attention should be given by all carpool members to be certain the permit is present at all times, and that a current monthly paid decal is displayed on the permit.

(9) Carpool permits are nontransferrable except among registered members of the carpool to which the permit was issued. When carpools are disbanded, the permit will be turned into the Central Parking Control Office, Room 2E165.

(10) When carpool membership falls below that designated for a specific area, a period of ten working days will be allowed to reconstitute the carpool. At the end of the ten day period, if the carpool membership is not restored, the permit will be voided and the carpool will be reassigned to an area commensurate with its active membership or cancelled if the membership falls below two. Continuous surveys are conducted by the Central Parking Control Office to verify the composition of carpools. If Central Parking is not advised of the deletion of members and it is found that the members have been gone for a ten day period, the permit will be cancelled and no ten day grace period allowed for finding new members.

(11) Carpool areas are reserved for the exclusive use of carpools from 6:30 a.m. to 3:30 p.m., Monday through Friday. The spaces will be available for open parking between 3:30 p.m. and 6:30 a.m., Monday through Friday and all day Saturdays, Sundays and holidays.

11. Bus Parking. Designated spaces in the North Parking bus staging area are reserved for commuter and Pentagon tour bus parking from 6:30 a.m. to 3:30 p.m., Monday through Friday, holidays excepted.

permits issued by the Central Parking Control Office and Defense Component Parking Offices. Parking in this area is restricted to duty officers, personnel on temporary duty not to exceed two weeks, reserve component personnel during annual two weeks active duty, new employees up to ten working days, and employees who are departing for other employment or another duty station prior to the 5th of the departing month.

13. Contingency Parking. Lanes 50, 51, and 52, North Parking, have been designated as a special parking area for Pentagon personnel required to work during exercises, contingencies and crisis situations. If the situation occurs after normal duty hours, participants are authorized to park in this area. Each organization concerned is responsible for notifying the Central Parking Control Office as soon as possible in order that arrangements can be made for issuance of temporary special parking permits.

14. Emergency Parking. Carpool members, bus riders, and other permit holders who, due to unforeseen circumstances or emergencies, must drive their car on any given day or who forget their permits, will be required to park in the Commercial Parking area located in the Pentagon North Parking area, Lanes 58 through 63 and pay a daily parking fee.

B. Assistance Available in Establishing or Joining a Carpool or Vanpool.

1. A carpool and vanpool locator board is available for use at Stairwell B-2 on the Concourse. This board can be used on a self-help basis by completing a carpool locator card (DD Form 2170) and depositing the card in the appropriate numbered slot.

2. A computerized matching system is also available by completing a separate carpool locator card and depositing the card in the slot on the loca-

D. Exemptions. The following classes of personnel and vehicles are exempt from payment of parking fees:

1. Personnel

- (a) Shift workers and those on weekend duty.
- (b) In and outpatient visitors in medical facilities, including Dental Clinics.
- (c) Personnel on temporary duty not to exceed two weeks.
- (d) Official visitors, including employment applicants, parking up to a limit of 3 hours.
- (e) E-4 or below who is married and living with his/her family or who otherwise qualifies as head of a household and, in either case, must use a vehicle to commute to the work station. Component parking control offices will certify exempted E-4's or below to the Central Parking Control Office.

2. Vehicles

- (a) Government-owned or leased vehicles.
- (b) Two-wheeled vehicles.

(c) Vanpool vehicles. This exemption expires September 30, 1981. This exemption does not apply to buses or commercially-operated vanpools.

(d) Specifically equipped vehicles used by handicapped employees and those vehicles used to transport those handicapped employees unable to operate a car as a result of a permanent impairment.

E. Regular Hours. Whenever possible within the framework of mission accomplishment, Defense supervisors will institute appropriate management practices which will assure regular arrival and departure times for employees. Managers and supervisors retain the prerogative, within overall DOD policy, to adjust duty hours of individual employees to facilitate carpooling and the use of mass transit.

F. Annual Review. This parking plan will normally be reviewed during the month of June each year or when directed by the Director, Washington Headquarters Services. Adjustments, reassignments, and/or reallocations of parking spaces will be made when considered necessary and appropriate.

VII. AREA ASSIGNMENTS, PERMITS AND PROCEDURES

A. Pentagon parking area assignments are as follows (See map, Enclosure 1):

1. Official Vehicle Parking. (See definition.) The following areas are reserved for official vehicle parking ("O" type permits to park private

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vehicles in official spaces will be issued by the Central Parking Control Office upon receipt of DD Form 1199, Application, submitted through the requestor's parking control office. The request will include a copy of the previous month's reimbursement voucher paid by the Government showing the vehicle is used for Government business at least 12 days a month. Unmarked Government-owned or leased vehicles must display an "O" type permit with a current monthly sticker properly affixed when parked in an official space. "O" type permits for this purpose are obtained by submitting a letter with full justification to the Central Parking Control Office. Marked Government-owned or leased vehicles do not require parking permits or clearances to utilize official parking spaces).

- a. Mall and River Official. Reserved at all times. A one half hour limit is placed on the use of these spaces.

- b. South Parking Area. Lanes 17 and 18 are designated as an official parking area for holders of "O" type permits and marked Government vehicles. This area is reserved between 9:00 a.m. and 2:45 p.m., Monday through Friday, holidays excepted. There is no time limit for marked Government-owned or leased vehicles and for private and unmarked Government-owned or leased vehicles displaying an "O" type permit.

- c. East Loading Dock. The limited facilities at the East Loading Dock are reserved for the use of official Defense Printing vehicles only as authorized by the Central Parking Control Office.

- d. A-E Drive. One hour parking for transient vehicles on official business requiring access to this area. Access will be permitted only when special permits are issued or prior clearance arrangements are made with the Central Parking Control Office.

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2. Visitor Parking. (See definition.) The following areas are reserved for visitor parking:

a. Mall and River Plazas (VIP). Reserved at all times. A two-hour limit is placed on the use of these spaces and is applicable twenty-four hours a day, Monday through Sunday, including holidays. There are times when due to unforeseen circumstances, visitors authorized to park in these areas must unavoidably over-stay the time limit. In such instances, extension will be granted for a specified amount of time. Due to the limited number of spaces on the Mall and River Plazas, requests for extension will be kept to a minimum. If extended parking requirements are known beforehand, clearances for the Mall Annex Lot should be processed. Parking clearances are arranged through organization parking control offices to the Central Parking Control Office. Clearances for these areas are limited to visitors who are visiting the:

Secretary and Deputy Secretaries of Defense

Secretaries of the Military Departments

Chairman of the Joint Chiefs of Staff

Chiefs of Staff of the Military Services

Director, Defense Research and Engineering

Assistant Secretaries of Defense and General Counsel

Under Secretaries of the Military Departments

Assistant Secretaries and General Counsels of Military
Departments

Assistants to the Secretary of Defense

Directors of Defense Agencies

Deputy Assistant Secretaries of Defense

Director, Joint Staff, OJCS

General or Flag Officer rank and individuals in the Senior Executive Service and above can be cleared for Mall and River visitor parking spaces, if they are personally driving an official marked or unmarked Government vehicle.

If either the Mall or River visitor parking area are filled upon arrival, cleared individuals are authorized to park in the Mall Annex Visitors area. However, the Central Parking Control Office must be informed of this change by the clearing office.

b. Mall Annex Parking Lot. This lot is reserved for press and VIP visitors at all times. Use of the press spaces is by prior clearance through the DOD Public Affairs Office (telephone OX5-3886) or by display of a Mall Annex Press Permit. Use of visitors spaces is arranged through organization parking control offices to the Central Parking Control Office. Clearances for this area are limited to individuals in the Senior Executive Service and above and in General or Flag Officer ranks who may clear themselves through the office

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being visited and to visitors who are visiting any of the officials listed in paragraph 2a above. The individual visitor spaces will not be reserved but a clearance must be established for parking on a space available basis. No visitor is authorized to use employee parking areas if space is not available at Mall, River or Mall Annex.

c. East-One (E-1) Parking Lot. East-One parking spaces are reserved exclusively for bonafide visitors with a three hour limit at all times. Official visitors parking in this facility will be exempt from parking fees up to a limit of three hours. After three hours, a fee will be charged for each hour or portion of an hour beyond three hours. A special control gate and attendant will control access and collect parking fees for visitors using this parking area. A date-time stamped ticket will be provided each user upon entrance to the lot. Special clearances for visitors who will exceed the three hour limit must be arranged with the Central Parking Control Office through organization parking control offices concerned to preclude payment of fees for the first three hours.

3. Handicapped Parking. (See definition.) Lane 8, South Parking is reserved for handicapped personnel. Permits bearing the letter "H" must be displayed on vehicles parked in this lane between the hours of 6:30 a.m. and 3:30 p.m., Monday through Friday, with holidays, Saturdays, and Sundays excepted.

a. Medical Evaluation.

- (1) All requests for handicapped medical evaluation must include documentary evidence from a physician in sufficient detail so as to preclude further examination at Pentagon medical facilities. The evidence submitted

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Whether the disability is permanent or temporary in nature. If temporary, how long the disability will last.

Why the disability prevents the use of public transportation.

Why the disability prevents participation in a carpool, either as the operator or a passenger.

Why the increased walking distance from a carpool space would be incapacitating.

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

- (2) All physician statements supporting handicapped parking requests will be submitted directly to the Civilian Health Service or Pentagon Military Medical facilities.

b. Parking Application.

Upon completion of the medical evaluation, requests for handicap parking permits will be submitted on DD Form 1199 through organization parking control offices to the Central Parking Control Office with supporting statements by a Pentagon Civilian Health Service or Pentagon Military Medical Official. In cases of temporary nature, the length of time necessary must also be stated. Each permit with an expiration date or a permanent permit no longer

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needed must be returned to the Central Parking Control Office for cancellation.

4. Special Situation Parking. (See definition.)

a. Lanes 34 through 36, South Parking, Lanes 53 through 55, North Parking and the "G" section of the Hayes Street Parking Lot are designated as special situation parking areas.

b. Organizations are authorized to issue "G" type permits on an allocation basis (as prorated by OSD on DOD component strength reports) to individuals who are unable to carpool or use bus transportation, and individuals who participate in after duty education classes four or more days a week. Organization parking control officers will process DD 1199 forms through the Central Parking Control Office for the issue of "G" type permits to individuals in this category.

5. Two-wheeled Vehicle Parking. Bicycle racks are provided adjacent to Corridor 3 and Concourse Entrance, South Parking, inside Corridor 8 entranceway. Accessible spaces in the Mall Annex, Mall Extension parking lots and Lane 19, South Parking and the fenced area adjacent to Lane 41, North Parking, between the bus parking area and the Corridor 8 Entrance are available for motorcycle parking.

6. Executive Parking. (See definition.) The Mall and River Plazas (except those spaces designated official vehicle or visitor parking), Lanes 15 and 16, South Parking (GSR), and Lanes 1 and 2, Mall Extension Parking Lot (MSE) are designated as executive parking areas at all times. Permits for these areas will be issued to individuals assigned to DOD components within allocations issued by OSD. The allocations are based on authorized strength reports of

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General and Flag Officers, civilians in the Senior Executive Service and above or equivalent assigned to the Pentagon. Applications for permits will be submitted on DD Form 1199 to the Central Parking Control Office, through organization parking control offices. The permits are designated as M for Mall Plaza numbered spaces, GMR for unnumbered Mall Plaza spaces, R for numbered River Plaza spaces, GRR for unnumbered River Plaza spaces, RA for River Annex spaces located to the right of the Motor Pool entrance, GSR for Lanes 15 and 16, South Parking and MSE for Lanes 1 and 2, Mall Extension Parking Lot. (The appropriate permit must be displayed in executive parking areas at all times. However "M", "GMR", and "GRR" permit holders who find all parking spaces in their area occupied on any given day are authorized to park their vehicles and display their permits in the visitor's spaces of the Mall Annex parking lot). Holders of permits for Executive Parking Areas are encouraged to form carpools. In instances where carpools are organized in the Executive parking areas, the membership will be registered with the permit issuing parking control office to establish authority for carpool members to display the individual permit.

7. Unusual Work Hour Parking. (See definition.) Lanes 1, 2, and 3, South Parking, Lanes 42A through 48A, North Parking and Lanes 7, 8, and 9, Mall Extension Parking Lot are reserved for use by personnel designated by the various Pentagon DOD components as being in the unusual work hour category. Parking allocations for the unusual work hour parking lanes will be assigned to the various DOD components by OSD based on a review of lists of personnel submitted by DOD components whose job requirements have been certified to warrant unusual hour parking assignments. An unusual work hour parking permit, bearing the letter "U" must be displayed on vehicles parking in these areas between 6:00 a.m. and 5:30 p.m., Monday through Friday, with holidays, Saturdays, and Sundays excepted. Assignment of parking permits to individuals in this category will be accomplished by DOD components within the unusual hour allocation pro-

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vided to each by OSD. Application Form DD 1199, submitted to the Central Parking Control Office through organization parking control offices, is to be used when requesting an "unusual work hour" permit. Should unusual work hour parking areas be filled, "U" type permit holders are authorized to park in any special situation ("G" type) area.

8. Parking for Shift Workers. (See definition.) During the evening and midnight shifts, shift workers are authorized to park in: Lanes 17, 18, and 19, South Parking from 2:45 p.m. to 9:00 a.m., Monday through Friday and all day on weekends and holidays. Shift workers may also park in all carpool lanes between 3:30 p.m. and 6:30 a.m., Monday through Friday and all day on weekends and holidays; in the Hayes Street Parking Lot "G" Permit Area, Lanes 34 through 36, South Parking and Lanes 53 through 55, North Parking at all times. When on the day shift, shift workers are authorized to park in the Hayes Street Parking Lot, "G" permit area, Fern Street Parking Lot, Lanes 34 through 36, South Parking and Lanes 53 through 55, North Parking upon display of a valid shift worker permit. To obtain shift worker permits, activities concerned must submit certified list (in duplicate) of shift workers and a DD 1199 for each shift worker requesting a parking permit to the Central Parking Control Office.

9. Vanpool Parking. (See definition.) Lane 9, South Parking is designated as a vanpool parking area from 6:30 a.m. through 3:30 p.m., Monday through Friday, excluding weekends and holidays. This area is designed to accommodate vans and provide convenient access to the building. A vanpool permit will be required for parking in Lane 9; however, a vanpool may be issued a four member carpool permit for parking in any four or more member Pentagon parking area. Through September 30, 1981, vanpools are exempted from parking fees; however, a monthly exempt sticker must be obtained from the Central Parking Control Office and properly affixed to parking permits in a timely manner.

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D. Invalid Parking Permits.

1. In accordance with Federal Property Management Temporary Regulation D-65, dated September 6, 1979, agencies are responsible for ensuring that parking fees are collected in a timely manner for each parking permit issued or that such permits are revoked. In addition, the fee will be collected in advance and agencies will be required to have available documentation that will show that the monthly fees have been collected from employees for each permit issued. Therefore, if the monthly parking fee is not paid by holders of non-exempt parking permits, such permits are automatically invalid and voided. This permit status is verified by computer printouts. Anyone possessing an invalid permit is required to return it to the appropriate parking control office.

2. Parking permits must be returned to the Central Parking Control Office immediately upon cancellation, invalidation, or upon transfer of the holder or dissolution of a carpool.

IX. PARKING INSTRUCTIONS

A. Parking in Pentagon parking areas is a privilege and not a right of the individual. It is the responsibility of all Pentagon parking permit holders and users to read, become familiar with, and comply with the Pentagon Employee Vehicle Parking Plan and Instruction. All instructions and regulations are promulgated to protect, insofar as possible, the parking privilege granted to permit holders and others. As a privilege, it may be withdrawn if abused by failure to comply with instructions and regulations (See Enclosure 4).

B. Carpool and/or individual parking permits are non-transferable except among members of registered carpools, or when prior arrangements are made with

the Central Parking Control Office for duty officers, unmarked Government-owned or leased vehicles or other situations of a temporary nature that may warrant an exception to this requirement.

C. Parking permits are Government property and as such must be returned to the Central Parking Control Office, Room 2E165, immediately upon cancellation, invalidation, or upon transfer of the holder or dissolution of a carpool. A ten working day grace period will be designated by Central Parking Control Office to allow formation of a new carpool.

D. Parking permits must be conspicuously displayed at all times so that the permit number is plainly visible and readable through vehicle windshield when vehicle is parked in the Pentagon parking area.

E. Individual lost, stolen, or destroyed Pentagon parking permits must be reported immediately to your agency parking control representative. Carpool permits which are lost, stolen or destroyed are reported directly to Central Parking Control. In addition, Pentagon parking permits and/or paid stickers stolen from vehicles at the Pentagon must be reported, in person, to the GSA Federal Protective Service, Room 1A313, where a report will be written on the incident. A copy of the police report must accompany each request for repurchase of the monthly sticker or reissuance of the parking permit. Upon proper execution of the DD Form 1200 and DD Form 1199, a new permit will be issued.

X. PARKING REGULATION

A. Scope. The following regulations apply to the parking and operation of vehicles and to pedestrian traffic on the property and buildings known as the Pentagon Area, located in Arlington County, Virginia.

B. Vehicle Parking and Traffic.

1. No person shall willfully fail or refuse to comply with any lawful order or direction of any police officer on duty vested by law with authority to direct, control, and regulate traffic or vested with the power to enforce the laws enacted for the protection of persons and property and to prevent breaches of the peace, to suppress affrays or unlawful assemblies, and to enforce any rules and regulations made and promulgated by the Administrator of General Services.

2. No person shall operate or park a motor vehicle in the parking areas or on the roads of the Pentagon Area, contrary to these regulations, or to directions of posted signs.

3. Lawful directions of police officers will apply at all times.

4. Parking permits may not be copied, altered or duplicated under any circumstances.

5. Vehicles shall be parked well inside marked parking spaces. Parking in areas other than designated parking spaces and parking in parking lanes at tree wells, on grass areas or in such a manner as to block or partially block traffic or pedestrian lanes is prohibited.

6. No vehicle may be parked in excess of 18 hours in one location unless prior permission for such extended parking has been obtained from the Captain, Federal Protective Service, Pentagon Building.

7. The Pentagon parking areas are subject to traffic regulations promulgated by the Public Building Service, General Services Administration, under P. L. 566, 87th Congress and P. L. 152, 81st Congress, as amended.

8. Federal Protective Officers will issue traffic violation notices to violators of this parking plan. Offenders will be subject to a fine of not more than \$50 or imprisonment for not more than 30 days, or both.

9. In instances of flagrant violations such as falsification of applications, counterfeiting, reproduction of permits, failure to turn in carpool permits when the carpool membership falls below two participating members and other acts designed to circumvent the provisions of this plan so as to gain favor, administrative action, in addition to legal action, will be taken to revoke the parking privilege (s) of the individual (s) concerned for a mandatory penalty of at least six months. The revocation will apply to all parking areas. (See Enclosure 4 for a table of administrative actions for parking offenses.)

XI. RECISION

Pentagon Building Administration Instruction Number 6, dated 3 February 1975, Subject: Pentagon Employee Vehicle Parking Plan.

~~PAUL K. HASELBUSH
DOB Building Administrator
Pentagon~~

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tor board marked "Computer Listing". A computer printout, generated weekly, will be available for review at the Central Parking Control Office, Room 2E165, Concourse. Individual names of participants will automatically be dropped from the system after 90 days. A new carpool locator card must be completed if continued participation in the computerized matching system is desired.

VIII. GENERAL PROCEDURES

A. Parking Fee Procedures. All holders of valid Pentagon parking permits except those exempted herein are responsible for paying the monthly parking fee required for use of the parking lots. In the case of carpools, any bonafide member of a carpool may pay the fee. At the time of fee payment, a paid parking sticker will be provided. The monthly parking sticker must be placed in one of the two boxed areas on the parking permit. Provision has been made to allow the current month and the preceeding month stickers to be placed on the permit at the same time. Each subsequent monthly sticker will be placed directly over the previous monthly stickers. With the implementation of paid parking, only one parking permit will be issued to a carpool or individual.

B. Parking Fee Collection. A Parking Fee Collection Office has been established at the South end of the Concourse, Room 2E165. Fees will be collected in accordance with published monthly Fee Payment Schedules. All fees will be in the form of cash.

C. Receipting Procedures. Receipt forms (DOD Parking Record/Receipt, DD Form 2213) for paid monthly parking stickers are available in all organization Parking Control Offices, the Central Parking Control Office, Room 2E165, and at the Mall, River, and Concourse Information Desks. All non-exempt personnel are required to complete this form prior to the purchase of the monthly sticker. This is a three part form and a copy will be given to the purchaser