

DEPARTMENT OF DEFENSE

WASHINGTON HEADQUARTERS SERVICES

WASHINGTON, D. C. 20301



MEMORANDUM FOR: ALL PENTAGON CAR POOL APPLICANTS

SUBJECT: Car Pool Permit Processing Procedures

The following procedures are to be followed when filling out the Application for Pentagon Car Pool Parking Permit and Validation Certificate, DD Form 1199 (Rev Mar 79):

The principal member (first person listed on the application of the car pool is responsible for assuring that all application information is accurate and properly entered in the appropriate data field on the DD Form 1199 (Rev Mar 79). The numbers on the application form are the range of spaces allocated by the Data Processing Center for parking information. A sample application is included as Inclosure No. 1. The computerized system permits identification of any individual(s) listed as a member(s) of more than one car pool; should instances of this nature occur, car pool permits will not be issued until the matter(s) are reconciled.

Upon submission, car pool applications will be checked for correctness and completeness by the Central Parking receiving clerk. Improperly executed applications will be returned for correction. Accepted applications will be date/time stamped and processed for the issuance of a car pool parking permit.

Properly executed car pool applications are to be submitted to the Central Parking Control Office located in Room 2E165, south end of the Concourse, between the hours of 0830 and 1600, Monday through Friday. Any member listed on the car pool may submit the application, but only the principal member may receive and sign for the permit.

All information concerning car pool members must be kept current as changes occur. This should be accomplished by submitting a new DD Form 1199 (Rev Mar 79). To assist in the prompt processing of all car pool actions, the principal member should readily have access to his/her permit number; therefore, it is advised that upon receipt of his/her permit a record of the permit number be made for future reference.

- 2 Incl.
1. Sample Application
2. Code Designation List

Paul K. Haselbush
PAUL K. HASELBUSH
DOD Building Administrator
Pentagon Area

APPLICATION FOR PENTAGON CAR POOL PARKING PERMIT AND VALIDATION CERTIFICATE							
LAST NAME, FIRST NAME, MI 1-25	DEPT 26-27	DIV 29-32	PHONE NO. 34-40	PERMIT NO. 41-47	ROOM NO. 48-53	LOCAL ADDRESS CITY/STATE	SIGNATURE
MOHREN KARIM A	DE	WHS	76251		2E165	FATFAX VA	<i>Karim Mohren</i>
LOORAY BONITA A	AR	OSA	55431		1A1022	ALEX VA	<i>Bonita Looray</i>
GILL MAUREEN D	AF	0002	77711		1C223	ARL VA	<i>Maureen Gill</i>
WINSTON-HILL FRED	XX		7670000		BAFB	ALEX VA	<i>Fred Winston-Hill</i>
SCOTT ALFREYDA R	XX		8880111		C&P	ARL VA	<i>Alfreida Scott</i>
<p>I CERTIFY THAT I ACTIVELY PARTICIPATE AS A MEMBER OF A RESERVED CAR POOL. I UNDERSTAND THAT ACTIVE PARTICIPATION MEANS THAT I RIDE TO AND FROM WORK AS A MEMBER OF THE CAR POOL (EXCEPT WHEN ON LEAVE OR OTHER SITUATIONS THAT WOULD PRECLUDE TRAVEL WITH THE CAR POOL ON ANY GIVEN DAY) FOR A DISTANCE OF AT LEAST ONE MILE. FURTHER, I UNDERSTAND THAT TO FALSIFY MY PARTICIPATION IN THE CAR POOL WILL BE SUBJECT TO A FINE OF UP TO \$50.00 OR IMPRISONMENT UP TO 30 DAYS OR BOTH AND THAT ADMINISTRATIVE ACTION WILL BE TAKEN TO REVOKE MY PARKING PRIVILEGE AT THE PENTAGON FOR A PERIOD OF NOT LESS THAN 6 MONTHS.</p> <p>CHANGES, ADDITIONS OR DELETIONS MUST BE ACCOMPLISHED BY SUBMITTING A NEW DD 1199 (1 MAR 1979)</p>							
PRINCIPAL'S SIGNATURE:				REC BY CPO:			

ALL INFORMATION TO BE TYPEWRITTEN

1. All information will be typewritten. Do NOT use punctuation marks, i.e., dashes, commas, periods, etc.
2. NAME - Last, First, MI (as listed in official records). Principal members name must appear on the first line.
3. DEPT - Use code as listed in the code column of Inclosure No. 2. Out of building car pool members use XX in Dept.
4. DIV - Use code as listed in the code column of Inclosure No. 2. Out of the building car pool members leave Div. blank.
5. PHONE NO. - This is a 7 space designation. OX/69 exchange numbers will list only the 5 digit numbers (DO NOT USE DASHES).
6. PERMIT NO. - LEAVE BLANK (To be inserted by parking office personnel).
7. ROOM NO. - Pentagon car pool members use six spaces or less for room no. Outside Pentagon car pool members abbreviate place of employment in 6 space designation or less.
8. LOCAL ADDRESS - Resident CITY and STATE only. (May abbreviate).
9. SIGNATURE - Each member signs his or her name.
10. PRINCIPAL'S SIGNATURE - To be signed when permit is received by principal member.

INCLOSURE I

CURRENTLY PROGRAMMED DEPARTMENT AND VISION PARKING CODE DESIGNATIONS
TO BE USED ON ALL PENTAGON PARKING FORMS

<u>DEPARTMENT OF DEFENSE</u>	<u>DEPT CODE</u>
	DE
	<u>DIVISION CODES</u>
Atomic Energy	AE
Administration	ADM
Concessions	CC
Communications, Command, Control & Intelligence	C ³ I
Chairman, Joint Chiefs of Staff	CJCS
Comptroller	COMP
Defense Communications Agency	DCA
Defense Intelligence Agency	DIA
General Accounting Office	GAO
General Counsel	GC
Health Affairs	HA
House Appropriations Committee	HAC
International Security Affairs	ISA
Joint Chiefs of Staff	JCS
Legislative Affairs	LA
Manpower, Reserve Affairs & Logistics	MRAL
Public Affairs	PA
Program Analysis and Evaluation	PAE
Pentagon Federal Credit Union	PCU
Under Secretary of Defense for Policy	POL
Under Secretary of Defense for Research & Engineering	RE
Secretary of Defense, Deputy Secretary of Defense, Special Assistant, Net Assessment, Inspector General and Advisor for NATO Affairs	SEC
Washington Headquarters Service	WHS
Office of Management and Budget	OMB
Defense Nuclear Agency	DNA
National Security Agency	NSA

OUT OF THE BUILDING CAR POOL MEMBERS

Under the block marked DEPT. use XX Put nothing in the DIV. block.

Car pool members outside the Pentagon should abbreviate place of
employment (6 letters or less) under the block marked Room No.

INCLOSURE 2

CURRENTLY PROGRAMMED DEPARTMENT AND DIVISION PARKING CODE DESIGNATIONS
TO BE USED ON ALL PENTAGON PARKING FORMS

DEPARTMENT OF THE AIR FORCE

DEPT CODE

AF

DIVISIONS:

DIVISION CODES

Sectetary of the Air Force (OSAF)	0001
1947th Administrative Support Group (1947th)	0002
The Inspector General (IG)	0004
Directorate of Operations & Reddiness	0005
AF Reserve Personnel (RE)	0006
Comptroller of the Air Force (AC)	0009
2044th Communications Group (AFCC)	0010
The Judge Advocate General (JA)	0018
AF Intelligence (IN)	0021
Directorate of Plans (XOX)	0023
Data Service Center (DSC)	0030
Logistics & Engineering (LE)	0031
Manpower & Personnel (MP)	0032
The Surgeon General (SG)	0033
Programs and Evaluation (PA)	0037
Research and Development (RD)	0042
DCS/Operations, Plans and Reddiness (XO)	0052
Directorate of Command, Control and Communications (XOK)	0055
Office, Chief of Staff of the Air Force (CCS)	0061
Scientific Advisory Board (NB)	0062
Studies and Analysis (SA)	0065
Flight Medicine Clinic (FMC)	0070

DEPARTMENT OF THE NAVY

DEPT CODE

NA

DIVISION CODES

Immediate Office of the Secretary of the Navy	NASO
Defense Printing-Washington	NASO
Chief of Naval Operations	OPNV
NAVPECOS	OPNV

INCLOSURE 2

CURRENTLY PROGRAMMED DEPARTMENT AND DIVISION PARKING CODE DESIGNATIONS
TO BE USED ON ALL PENTAGON PARKING FORMS

<u>DEPARTMENT OF THE ARMY</u>	<u>DEPT CODE</u>
	AR
	<u>DIVISION CODES</u>
Office Secretary of Army (Including, DTS-W and DSS-W)	OSA
Defense Civil Preparedness Agency	OSA
Army Discharge Review Board	OSA
Office Chief of Staff	DACS
Comptroller of the Army	DACA
Deputy Chief of Staff for Logistics	DALO
Deputy Chief of Staff for Operations & Plans	DAMO
Deputy Chief of Staff for Personnel	DAPE
Deputy Chief of Staff for Research, Development and Acquisition	DAMA
Asst. Chief of Staff, Automation & Communication	DAAC
Assistant Chief of Staff for Intelligence	DAMI
Office of the Inspector General	DAIG
Office of the Judge Advocate General	DAJA
Office of the Chief of Army Reserve	DAAR
Office of the Adjutant General	DAAG
Office, Chief of Engineers	DAEN
Office, Chief of Chaplains	DACH
Office of the Surgeon General	DASG
National Guard Bureau (Army and Air Force)	NGB
Army Audio Visual	DAVA
US Army Audit Agency	DAAA
Intelligence and Security Command	ICOM
US Army Management Systems Support Agency	AMSS
US Army Computer Systems, Selection & Acquisition Agency	ACSA
Pentagon Telecommunications Center	PTC
MDW (Personnel, Library, Motor Pool and USASCAF)	DASA
US Army Health Clinic	USAC
Civilian Employees Health Service	CEHS
SHAPE Liaison Office	SHLO
Army and Air Force Exchange Service	AAFE
FORSCOM	AFLO
TRADOC	ATLO
	<u>DEPT CODE</u>
<u>GENERAL SERVICE ADMINISTRATION</u>	GS
(Public Building Service)	<u>DIVISION CODE</u>
	PBS

INCLOSURE 2