

OFFICE OF THE DOD BUILDING ADMINISTRATOR

THE PENTAGON BUILDING

WASHINGTON, D. C. 20310

PBA INSTR NO. 6
10 September 1976



PENTAGON BUILDING ADMINISTRATIVE INSTRUCTION

Pentagon Employee Vehicle Parking Plan

I. PURPOSE

This PLAN is established as a means of administering parking facilities at the Pentagon in consonance with Federal Management Circular Number 74-1, Supplement 2, dated 15 November 1974, OASD (I&L) Memorandum, Subject: Federal Employee Parking dated 14 June 1974, Federal Property Management Regulation Amendment D-52 (Part 101-20) dated 23 February 1976, and direction from the Deputy Assistant Secretary of Defense (Comptroller/ Administration).

II. SCOPE

This PLAN is applicable to all personnel who utilize the vehicle parking facilities at the Pentagon and is effective 4 October 1976 after which only those permits recognized under the PLAN will be valid in Pentagon parking areas.

III. OBJECTIVES

The Pentagon Employee Vehicle Parking Plan is designed to achieve the following objectives.

A. Encourage car pool participation by providing close-in, reserved area parking for car pools that organize and register under the provisions of this plan.

B. Contribute to the conservation of energy resources by maintaining a vehicle/passenger ratio at the Pentagon of two or more passengers per vehicle.

C. Foster accrual of personal and community benefits such as monetary savings, lessened air and noise pollution and reduced traffic congestion.

IV. RESPONSIBILITY

Under authority granted by the Office of the Secretary of Defense, the Pentagon DOD Building Administrator has been assigned responsibility for the implementation, operation and control of the Pentagon Employee Vehicle Parking Plan.

V. DEFINITIONS

A. Parking Facilities. Total vehicle parking spaces under the jurisdiction and/or control of the Pentagon DOD Building Administrator.

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 between 9:00 a.m. and 3:30 p.m., Monday through Friday, holidays excepted. 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 except newly assigned personnel on first day of duty and departing personnel on the last day of duty.

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."

1. Executive Parking. Parking areas reserved at all times for assignment to executive personnel in the military ranks of Brigadier General and above (Army, Air Force, and Marines), Flag Officers (Navy) and civilian grades of GS-16 and above or Public Law equivalent.

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2. Special Situation Parking ("G" Type Permits between 6:30 a.m. and 3:30 p.m., Monday through Friday, holidays excepted.) Situations which qualify as Special are as follows:

- a. Shift workers when working the day shift.
- b. Duty officers, when duty hours are beyond the normal organization starting and quitting times.
- c. Employees when carpooling or bus transportation is impractical due to work hours, place of residence or other extraordinary circumstances.

3. Emergency Parking. Parking areas designated for newly arrived personnel after the first day for a 10-day period, car pool members, bus riders, school attendees (3 days or less per week) and permit holders who, due to unforeseen circumstances or emergencies, must drive their car on any given day or who forget their permits. A clearance or display of a permit is not required for this area. However, parking in these areas on a permanent basis is prohibited.

F. Parking Space. The area allocated in a parking facility for the temporary storage of one motor vehicle.

G. Handicapped Employees. Employees so severely handicapped as to prohibit or make unreasonably difficult the use of public transportation or participation in a car pool. Justification for this priority will require certification by the Pentagon DOD Civilian Employee Health Service or Pentagon military medical officials. The individual must be assigned to the Pentagon.

H. Car Pool. 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.

I. Regular Member. One who travels daily to and from an employment center (leave or other situation that would preclude travel with the car pool on any

given day excepted) in a car pool for a minimum distance of one mile. Employees who ride in a car pool one way only (either to or from) are not considered regular car pool members. Students or family members not traveling to an employment center will not be recognized. Regular members must be registered at the Central Parking Control Office, 1E686, by the principal member (the first name on the application).

J. Unusual Work Hours. Individuals who are officially assigned unusual working hours or because of the exigencies 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.

K. Shift Worker. An individual who works rotating shifts, i.e., day shift, evening shift and midnight shift.

L. Commuter Bus. A vehicle that is capable of carrying nine or more passengers and that is used to transport Pentagon employees to and from work. Arrangements for the use of such vehicles are to be made by the passengers and the vehicle owner independent of and without Government sanction. However, when legally constituted, parking facilities at the Pentagon will be provided for such vehicles.

VI. POLICIES

A. Allocation of Vehicle Parking Spaces. The following policies will apply in determining the allocation of vehicle parking spaces under the jurisdiction and/or control of the DOD Building Administrator:

1. First priority for the assignment of parking spaces will be given to official vehicles, visitors and handicapped parking requirements.
2. Second priority (in Government-owned buildings) will include a limited number of spaces to be used for special situations such as temporary medical emergencies, after duty school attendance for

career enhancement purposes, shift workers (when working the daytime shift), duty officer, car pool members, and bus riders who must drive their personal vehicles on any given day, and other situations requiring that special parking arrangements for vehicle parking be made.

3. Third priority will provide adequate parking facilities for two wheeled vehicles to include racks for bicycles and specifically designated areas for motorcycles, motor bikes, etc. Such facilities will be conveniently located insofar as possible and will be reevaluated at least every six months to determine whether the need for additional parking facilities is required.

4. As directed by Federal Management Circular Number 74-1, as amended, parking spaces remaining after the fulfillment of priority 1, 2, and 3, parking requirements will be assigned on a 10/90 ratio insofar as possible, i.e., 10% assigned to executive personnel and personnel who are assigned unusual hours and 90% assigned to two or more member car pools.

5. Car pool permits will be assigned primarily on the basis of the number of members in a car pool in accordance with the following priority system:

a. First Priority. 4 or more members who are occupants of the Pentagon Building - to be assigned to 4 or more member car pool areas.

b. Second Priority. 3 members who are occupants of the Pentagon Building - to be assigned to 3 member car pool area.

c. Third Priority. 2 members who are occupants of the Pentagon Building - to be assigned to 2 member car pool areas.

d. Fourth Priority. 2 or more members of which only one member is an occupant of the Pentagon Building - to be assigned to 2 member car pool areas.

In addition, car pool permits will be issued based on the date and time of application.

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B. 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.

C. Annual Review. This parking plan will normally be reviewed during the month of March each year or when directed by the DASD (Comptroller/Administration). 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, Inclosure 1):

1. Official Vehicle Parking. (See definition.) The following areas are reserved for official vehicle parking ("O" type permits to park private 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 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. East-One, South Parking Area, and South Loading Dock Plazas. Reserved between 9:00 a.m. and 3:30 p.m., Monday through Friday, holidays excepted. 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. East-One (E-1) parking lot, spaces 87 through 97 and spaces 388 through 400, and lanes 17 and 18, South Parking Area are designated as reserved for "O" permits and marked government vehicles.

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 (See A-E Drive Regulations, PBA Instruction No. 8).

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 or may be reported to the receptionists at the Mall or River Entrance when prior clearance arrangements cannot be made. Receptionists are not authorized to grant clearances but will initiate clearance actions with the organization parking control office concerned. 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

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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
Vice Chiefs of Staff of the Military Services
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

Individuals in the grade of GS-16 and above
and in General or Flag Officer rank, 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.

b. Mall Annex Parking Lot. Reserved for
press and VIP visitors, 24 hours. 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 which is issued through
the DOD Public Affairs Office. Use of visitors
spaces is arranged through organization parking
control offices to the Central Parking Control Office
or may be reported to the receptionists at the Mall
or River Entrances when prior clearance arrangements
cannot be made. Receptionists are not authorized
to grant clearances but will initiate clearance
actions with the organization parking office
concerned. Clearances for this area are limited to
individuals in grades GS-16 and above and in General
or Flag Officer ranks who may clear themselves
through the office 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.
Therefore, if a visitor cannot find a space upon
arrival he/she should check-in with the outside
officer on duty who will assist the individual in
finding a space or provide directions to alternate

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visitor parking areas. No visitor is authorized to use employee parking areas if space is not available at Mall, River or Mall Annex.

c. Rotary Road, South Parking, East-One (E-1) Parking and Designated Spaces in the Eads Street Parking Lot. These spaces, except spaces 87 through 97 and spaces 388 through 400, East-One (E-1) Parking Lot, are reserved exclusively for bonafide visitors with a three hour limit from 9:00 a.m. to 3:30 p.m., Monday through Friday, holidays excepted. Special clearance for visitors who will exceed the three hour limit must be arranged with the Central Parking Control Office through organization parking control offices concerned. Organization parking control officers are responsible for seeing that visitor parking clearances are for bonafide visitors and not for personnel actually assigned to the Pentagon. Clearance information will include name of visitor, visitor parking area used, vehicle make, state and license number, time of arrival and reason for extension. Normally, a visitor will not be cleared for all day parking for more than 5 consecutive days. Newly assigned personnel on first day of duty and departing personnel on the last day of duty, can be regarded as visitors. Open parking is authorized in these areas from 3:30 p.m. to 9:00 a.m., Monday through Friday and all day on Saturdays, Sundays and holidays.

3. Handicapped Parking. (See definition.) Lane 14, 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. Requests for permits in this area are to be submitted on DD Form 1199 through organization parking control offices to the Central Parking Control Office with a statement by a Pentagon Civilian Health Service or Pentagon Military Medical Official that the handicap is of a nature as to make travel by bus or car pool impractical. In cases of temporary nature the length of time necessary must also be stated. Each permit with

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an expiration date or a permanent permit no longer needed must be returned to Central Parking Control Office for cancellation. Temporary parking clearances for incapacitated DOD personnel requiring medical services can be arranged through the appropriate Pentagon Health Facility to the Central Parking Control Office.

4. Special Situation Parking. (See definition.)

a. Lanes 34 through 36, South Parking, lanes 53 through 61, 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 car pool or use bus transportation, to duty officers on a rotational basis when duty hours are beyond the normal organization work schedule and to 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, South Parking inside Corridor 8 entranceway and to the right and left of the Mall Entrance portico. Accessible spaces in the Mall Annex, Mall Extension parking lots and Lane 19, South Lot are available for cycle 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 General and Flag Officers, civilians in grades of GS-16 and above

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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 visitors' spaces of the Mall Annex parking lot). Holders of permits for Executive Parking Areas are encouraged to form car pools. In instances where car pools are organized in the Executive parking areas, the membership will be registered with the permit issuing parking control office to establish authority for car pool 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 provided 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.

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8. Parking for Shift Workers. (See definition.) During the evening and midnight shifts, shift workers are authorized to park in: the East One (E-1) Parking Lot from 1:00 p.m. to 9:00 a.m.; Rotary Road; Lanes 17, 18 and 19, South Parking and Eads Street Visitors Parking areas from 3:30 p.m. to 9:00 a.m.; Lane 14, South Parking, and all car pool 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 63, 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 61, North Parking upon display of a "G" type parking 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. Car Pool Parking. (See definition.)

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

(1) Four or more member car pools. Lanes 4 through 13, South Parking and Lanes 3 and 4, Mall Extension Parking Area, Lanes 41 and 42, North Parking.

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

(3) Two member car pools. Lanes 27 through 33, South Parking, the Car Pool Section of the Hayes Street Parking Lot and Lanes 47 through 52, North Parking.

Car pool parking permits will be issued for specific parking areas. For example, holders of 4 or more member car pool permits may park in the North Parking, South Parking or the Mall Extension areas.

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Similarly, 3 and 2 member car pool permit holders may park in any vacant space in any area designated for 3 and 2 member car pools, respectively. If no spaces are available in designated car pool areas in all parking lots, car pools are authorized to park in any vacant space in lower ranked areas. For example: 4 or more member car pools may park in any 3 or 2 member area, any "G" area; 3 member car pools may park in any 2 member area, any "G" area; and 2 member car pools may park in any "G" area. To obtain car pool permits, two or more applicants must submit a DD Form 1199 to the Central Parking Control Office (any member of the car pool may bring the application to the Central Parking Office). The forms are to be completed as indicated in the attached sample (Inclosure 2) on Pentagon Car Pool Parking Permit side only.

b. Parking permit assignments will be based on the policies and priority system outlined in paragraph VI. A. 5., preceding.

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

(1) All car pools will have a designated principal member who is responsible for upkeep of car pool information with the Central Parking Control Office. All car pool members are responsible for knowing and complying with car pool policy and procedures. Central Parking Control employees will deal directly with the principal on changes, deletions, additions and revalidations. Additions can be made if the principal and new member come to the Central Parking Control Office together. The Validation Certificate will be changed to reflect the new information and the new member will sign and date immediately.

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

(3) Changes to the car pool membership and information concerning each member must be kept current as they occur. Telephone numbers, deletions and additions are necessary in order to provide a system of efficient and convenient parking for all employees (Sample change form, Inclosure 3).

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(4) The car pool membership must be validated every six months. The six month validation date is based on the date of issuance of the permit. (See sample validation certificate, Inclosure 4). It is the responsibility of the car pool members to assure that validation is accomplished since no notice will be given by the Parking Office. When the number of changes are such that a new car pool application or validation certificate is necessary, the principal member will complete either or both forms prior to submitting to the Central Parking Control Office.

(5) When car pool 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.

(6) At least one member of the car pool 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 car pool members.

(7) 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 together with OSA Form 605 (Samples attached as Inclosures 5 and 6).

(8) Car pool permits must be displayed, at all times, so as to be readable through the windshield of vehicles parked in car pool areas.

(9) In the event that a car pool 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 car pool is authorized to park in any 3 or 2 member car pool area or in any "G" area.

(b) Three member car pools are authorized to park in any 2 member car pool area or any "G" area.

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

(10) Should car pool members forget their permit, the car pool is authorized to park in Lanes 62 or 63, North Parking Area. Clearances for forgotten permits will not be granted in regular car pool lanes. Serious attention should be given by all car pool members to be certain the permit is present at all times, especially when one member is going on extended leave.

(11) Car pool permits are nontransferrable except among registered members of the car pool to which the permit was issued. When car pools are disbanded, the permit will be turned into the Central Parking Control Office, Room 1E686.

(12) When car pool membership falls below that designated for a specific area, a period of ten working days will be allowed to reconstitute the car pool. At the end of the 10 day period, if the car pool membership is not restored, the permit will be voided and the car pool 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 car pools. 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 10 day grace period allowed for finding new members.

(13) Car pool areas are reserved for the exclusive use of car pools 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.

(14) The Central Parking Control Office will maintain current car pool records and files to include, name (as listed in official government records), business address, telephone and room numbers of each car pool member. The permit number issued to the car pool will also be recorded.

10. Bus Parking. Designated spaces in the Eads Street Parking Lot are reserved for commuter and Pentagon tour bus parking from 6:30 a.m. to 3:30 p.m., Monday through Friday, holidays excepted.

11. Emergency Parking. Lanes 62 and 63, North Parking are designated as emergency parking areas for newly arrived personnel after the 1st day for a 10 day period, car pool members, bus riders, school attendees (3 days or less per week), and permit holders who, due to unforeseen circumstances or emergencies, must drive their car on any given day or who forget their permits. A clearance or display of a permit is not required for this area. However, all concerned are cautioned not to abuse this privilege as checks will be made to identify vehicles that are parked in Lanes 62 or 63 on a frequent or excessive basis.

B. Assistance Available in Establishing or Joining Car Pools.

1. A car pool locator board is installed on the Pentagon Concourse. This facility operates on a self-help basis and provides a means for prospective car pool members to organize car pools by the use of a map and information cards.

2. A computerized program to provide prompt and current information to individuals interested in forming car pools is in operation in the Pentagon.

3. The computerized program procedures are as follows:

a. Computeride Application, DD Form 1950, will be used to obtain car pool information or record changes to car pool data (See sample Computeride Application, Inclosure 7).

b. Computeride application forms are available at, and will be processed through parking control offices as follows:

(1) For OSD and DOD Concessions personnel:

OSD Parking Control Office
Room 3C345
Telephone: 51303

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(2) For all Army, Defense Civil Preparedness Agency (DCPA), General Services Administration, Civilian Employee Health Service, U. S. Government Bookstore, Airline Ticket Service, and U. S. Post Office personnel:

Central Parking Control Office
Room 1E686
Telephone: 76251

(3) For all Navy personnel:

OPNAV Parking Control Office
Room 4A654
Telephone: 55929

(4) For all Air Force personnel:

Air Force Parking Control Office
Room 5E1076
Telephone: 78111

(5) For JCS personnel:

Room 2C969
Telephone: 57077

(6) For DIA personnel:

Room 2E243
Telephone: 50071

(7) For DCA personnel:

Room BF 685
Telephone: 54988

c. The above parking control offices will forward completed Computeride applications to the Air Force Data Service Center, GNL, Room 1B457, telephone 74725. The Data Service Center, will process the applications and return printout information through the submitting parking control office to the computeride applicant concerned.

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d. New computeride applications should be submitted under the following circumstances:

- (1) By personnel newly assigned to the Pentagon.
- (2) To report change of address.
- (3) By individuals who have previously submitted Computeride applications and have not received personalized printout information.

e. Personnel offices are requested to institute procedures to assure that personnel who depart the Pentagon submit a "deletion" on DD Form 1950 so that the car pool roster can be kept current (See Inclosure 7).

VIII. 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 Inclosure 8).

B. Car pool and/or individual parking permits are non-transferrable except among members of registered car pools, 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 1E686, immediately

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upon cancellation, invalidation, or upon transfer of the holder or dissolution of a car pool. A ten working day grace period will be designated by Central Parking Control Office to allow formation of a new car pool.

D. Parking permits must be conspicuously displayed so as to be plainly visible and readable through vehicle windshields. Executive type permits will be centered on the inside windshield behind the rear view mirror (pocket holder available).

E. Lost, stolen, or destroyed permits must be reported immediately to the Central Parking Control Office where, upon executing DD Form 1200 and OSA Form 605, a new permit will be issued.

IX. 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 car pool permits when the car pool 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 Inclosure 8 for a table of administrative actions for parking offenses.)

10 September 1976

X. RECISION

Pentagon Building Administration Instruction
No. 6, dated 3 February 1975, Subject:
Pentagon Employee Vehicle Parking Plan.

BY DIRECTION OF THE OFFICE, SECRETARY OF DEFENSE:



8 Incls
as

PAUL K. HASELBUSH
DOD Building Administrator
Pentagon

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