



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300



REPLY TO
ATTENTION OF

DAPE-ZXM

17 March 2003

MEMORANDUM FOR See Distribution

SUBJECT: ODCS, G-1 Parking Program

1. Reference: Administration Instruction (AI) No. 88, Office of the Secretary of Defense, Pentagon Parking Program, dated June 26, 1986.
2. The ARSTAF permit allocations are controlled by Space and Building Management, but the agency breakdown is controlled by Office, Chief of Staff, Army (OCSA) who allocates parking permits to each ARSTAF agency based on authorized strength. The Management Support Office (MSO) distributes the parking permit allocations to the Directorates, who will then determine which personnel receive the permit(s). Changes to allocations are extremely rare because in order to give additional permits to an agency, permits must be taken from another agency. The MSO will process all non-carpool parking permit applications. The attached spreadsheet provides the allocation and type of parking permits to be distributed among the G-1 elements.
3. Car pool parking permits are issued by the Parking Management Office (PMO) and it is the sole responsibility of the car pool members.
4. Policy and procedures for the Pentagon Parking Program have been revised by OSD Security. Attached is a copy of the new "Special Parking Permit Request" guidelines and the new parking map. The following are the types of permits that have been allocated.
 - a. Mall # Permits – Allocated for the CSA, VCSA, DAS, SMA, 3-Star Principals and SES equivalent, Principal Deputies. The Director of the Army Staff is the approving authority for mall permit allocations for the ARSTAF.
 - b. POAC # Permits – Allocated for GOs and SESs based on availability. POAC numbered spaces were created temporarily due to construction on the mall parking lot.
 - c. "A" Permits – Known as executive permits, "A" permits will be issued to O-6/GS-15 and above when required based on position. Temporary "A" Permits may be requested on a case-by-case basis in memorandum format through the MSO to the PMO for approval.

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d. "C" Permits – General employee parking permits will be issued to all others based on availability.

e. "H" Permits – Handicap parking permits are processed through the MSO. Applicants must provide current medical documentation from their physicians and make an appointment at the DiLorenzo Tricare Clinic for approval of a Pentagon handicapped-parking permit. The approval letter from the clinic must be attached to the parking permit application, which will be submitted to the PMO by the MSO.

f. Duty Officer Permits – Duty officer permits are used by personnel who must pull duty or extra hours. These will be requested in memorandum format through the OCSA/ARSTAF Parking POC for approval by the PMO.

g. Visitor Parking – OCSA/ARSTAF Parking POC clears visitors for OCSA and ARSTAF for the following parking areas: Mall, "A" (Exec), "H" (Handicap), "T" (Contractors), and "O" (Government Officials). Clearance request prior to 0800 can be taken the afternoon before. Clearances after 0800 must be called in on the same day. The following information will be required to clear a visitor for parking: (1) visitor's name; (2) parking area; (3) person visited; (4) telephone number; (5) date and time; (6) license plate information. Please provide this information to the MSO Parking POC to obtain visitor-parking clearances.

h. If permit holders wish to change any information, they must put it in writing, addressed thru MSO to PMO and submit it to MSO for processing. Individuals must complete a DD Form 1200 (Pentagon Parking Permit Replacement) for lost, stolen, or damaged parking permits. If the permit is stolen at the Pentagon, the individual must report it to Defense Police Services (DPS) to get a case number to enter in the remarks block of the DD Form 1200. If the permit is damaged, attach the damaged portion of the permit with the DD Form 1200 and new DD Form 1199 (Pentagon Reservation Parking Permit Application).

i. Incoming new employees who choose to drive must park in the visitor/pay parking area upon their first day of duty at the Pentagon. This area is located across the street at the Pentagon City Mall on Army-Navy Drive. Payment for parking is the responsibility of the new employee. Newly assigned personnel can take a copy of their orders to the PMO for a 10-day parking permit. This time frame is considered a sufficient amount of time for the individual to join a carpool or find the best public transportation available. The temporary parking permits are only good for "C" parking areas, which are located in north and south parking lots.

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j. Parking privileges are revoked when a permit holder fails to keep his carpool information current; misuses permits; steals a permit; or commits a fraudulent act with a parking permit. PMO will issue a memorandum thru OCSA addressed to the individual and charges/fines maybe brought by the DPS or Arlington County.

k. Alternate transportation – Metro Bus and Metro Rail routes are available at the Metro entrance on the Concourse near the Post Office. Carpool information can be obtained outside the PMO on the Concourse. The DoD Transportation Subsidy Program is available also. Those employees who receive funds from this program are not eligible for a parking permit.

5. Parking permit applications (DD Form 1199s) for non-carpool parking passes must be completed by each permit holder and returned to MSO for processing. New applications must be returned to MSO for bulk turnover (conducted every 2 years).

6. Point of contact for parking is Ms. Angela McCoy, 695-7774 or Ms. Tracy Webb, 695-7862 (back-up).

FOR THE DEPUTY CHIEF OF STAFF, G-1:



E. ERIC PORTER
Colonel, GS
Executive Officer

Enclosures

DISTRIBUTION
C

SPECIAL PARKING PERMIT REQUEST

Parking is a privilege and not the right of an individual. Due to a heightened sense of security, parking on the Pentagon Reservation requires a parking permit at all times, 24 hours a day, seven days a week. User name and vehicle license plate number must identify every vehicle parked on the Reservation. Floater parking permits will be discontinued. Special parking permits are issued to individuals who are required to drive his/her vehicle to work to fulfill a required mission outside of his/her normal assigned duties and when public transportation is not available. Effective immediately, to request special parking consideration, a letter of justification is required containing the following:

- Purpose
- Working hours and duration of special assignment
- Each individual's name, SSN#, vehicle state and license plate number, and make/model of vehicle
- Identify the permit holder as:
 - Metro Subsidy (SSN# will not be in the database)
 - Reservist
 - Shift worker (specify shift)
 - Contractor (if transportation cost is not a benefit covered in their contract)

Individuals enrolled in the Metro Benefit Program will not be issued a parking permit unless he/she is temporarily assigned rotational shifts not to exceed 90 days. An individual shall not obtain metro subsidy during the rotational tour of duty assignment. Instances when an individual enrolled in the Metro Benefit Program is called to duty outside of their normal duties or public transportation operational hours, the following methods are in place to accommodate parking requirements:

- Individuals may be cleared to park in the "C" parking area. Parking clearances are to be arranged by the requesting agency. Information required to arrange temporary parking are: Individual's full name, vehicle license plate number/state, date/time of arrival; POC requesting the clearance, office phone and room number.

Agency 24-Hour Operations Centers:

Army	Army Operations Center
Navy	OPNAV Security (695-
JS	Joint Staff Message Center (695-
Air Force	11 Wing Security Forces (697-
OSD	Cables (692-

- If the individual is aware of prior assignment that requires him/her to utilize their private owned vehicle and not public transportation, he/she may obtain a temporary parking permit from the Parking Management Office (2E165A) located on the concourse adjacent to the U.S. Post Office.

All visitors (non-Pentagon Reservation occupants) requiring to park, may be cleared to park in the "Visitor" area (South Parking lane 18A and North Parking lane 44B) following the same procedures mentioned in the above paragraph.

The criteria to afford contractor personnel parking permits: 1) parking is required more than three times each week, 2) transportation costs is not a benefit covered in their contract, and 3) if they are assigned to the Pentagon and work on a full-time basis. Agency allocations will not be increased to cover contractors.

Parking at the Pentagon is extremely limited at this time due to ongoing renovations and various security/anti-terrorism measures affecting the parking lots. Issuance of a parking permit does not guarantee the availability of a parking space. Other means of transportation should be considered as an alternative to driving a personal vehicle.

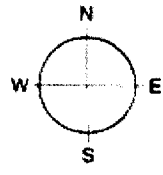
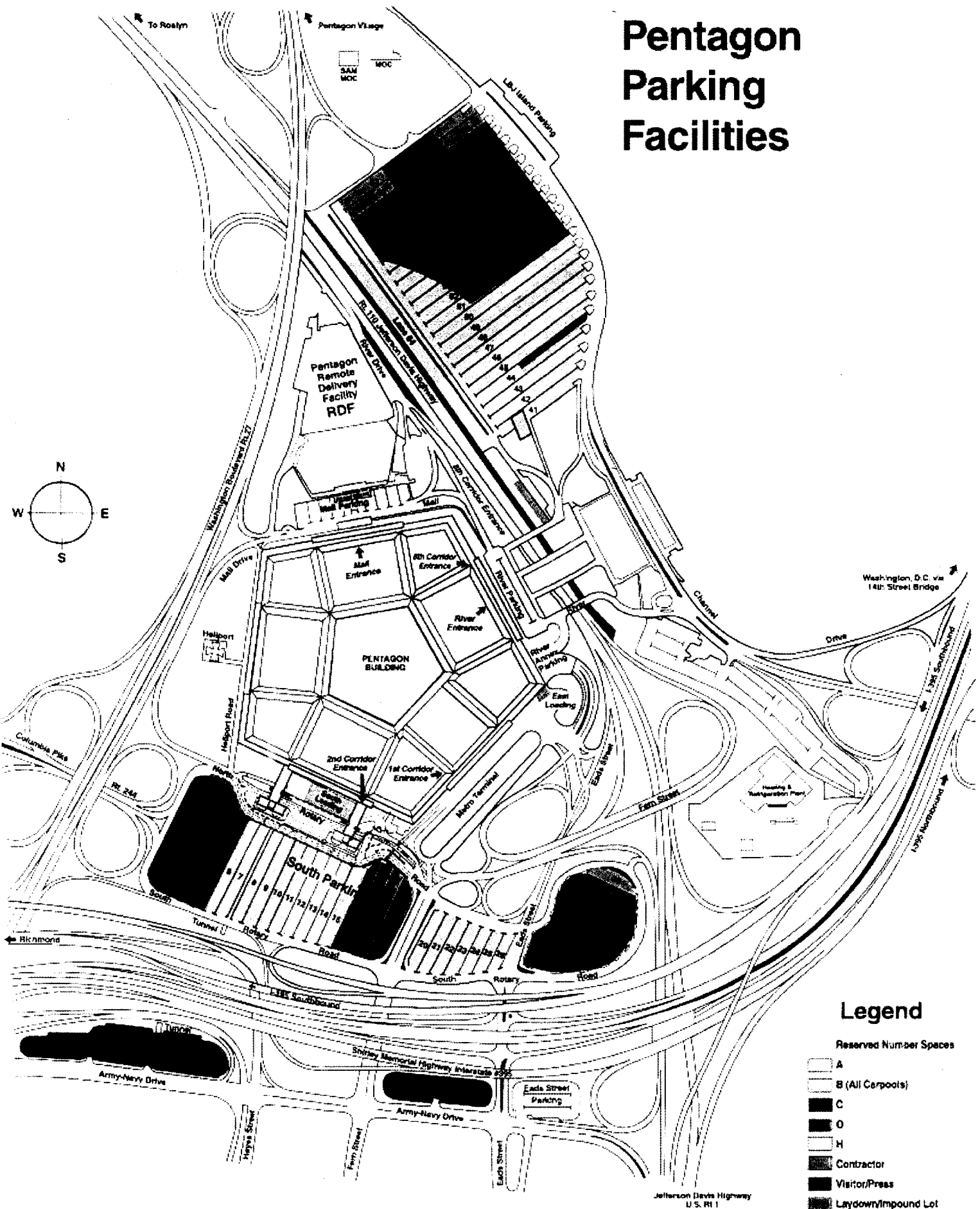


Prepared by: Tonya Y. Tobe, Manager
Parking Management Office
Pentagon Force Protection Agency



Lemar Jones, Jr., Acting Director
Antiterrorism/Force Protection
Pentagon Force Protection Agency

Pentagon Parking Facilities



Legend

- Reserved Number Spaces**
- A
 - B (All Carpools)
 - C
 - O
 - H
- Other Facilities:**
- Contractor
 - Visitor/Press
 - Laydown/Impound Lot
 - PSB Construction Project

As of 3/05/03