Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGLOG-001
DATE November 10, 2014

LOGISTICS DIVISION

SUBJECT: Mark Center Vehicle Parking Management Program for Department of Defense Education Headquarters Personnel

References: (a) Director of Administration and Management, Administrative Instruction 88, "Pentagon Reservation Vehicle Parking Program," August 26, 2009
(b) Washington Headquarters Service, Enterprise Management, Integrated Services Division, "Mark Center Parking Program Guide"
(c) Department of Defense/Washington Headquarters Services Building Circular Number BM-12-28, "Mark Center "Visitor Lot" Changes," February 17, 2012

1. PURPOSE. This Procedural Guide establishes and describes the Department of Defense Education Activity (DoDEA) Mark Center Vehicle Parking Management Program (PMP) procedures in accordance with References (a) through (c).

2. APPLICABILITY. This Procedural Guide applies to all DoDEA Headquarters (HQ) employees working at the Mark Center and all accompanying visitors.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that employee parking at the Mark Center be managed and administered as follows:

a. In accordance with Reference (b), Mark Center parking permit holders are required to have a valid Common Access Card (CAC), be enrolled in the PMP, and be employed primarily at the Mark Center for more than six months of the year.

b. DoDEA employee and visitor parking at the Mark Center is a privilege and not a right or entitlement of any individual.

c. It is the responsibility of all DoDEA employees or visitors using the Mark Center parking facilities to read, understand, and comply with the requirements of this Procedural Guide and all Mark Center Building Circulars and/or applicable Department of Defense issuances or instructions.

d. Parking permits may be revoked if DoDEA's allotted parking spaces are decreased. If DoDEA must revoke parking spaces, parking permits must be returned in reverse priority (last issued Priority 3 to first issued Priority 1) and as determined by the date the parking permit was allocated. Any employee losing a parking permit in this circumstance will be given priority on the applicable waiting list.

e. The DoDEA Mark Center Parking Coordinator (hereafter referred to as the "Parking Coordinator") allocates Mark Center parking spaces for DoDEA employees with the assistance of the DoDEA Mark Center Parking Specialist (hereafter referred to as the "Parking Specialist) in accordance with this Procedural Guide. Parking spaces allocated by the Parking Coordinator may not be traded, sold, or otherwise reassigned by DoDEA employees or visitors.

f. DoDEA contractors are not eligible for permanent parking at the Mark Center. Permanent Mark Center parking permits issued by DoDEA to contractors prior to the date of this Procedural Guide are no longer valid.

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. This Procedural Guide outlines the procedures and standards related to DoDEA's Mark Center vehicle PMP.

7. EFFECTIVE DATE. This Procedural Guide is effective immediately.

NOV 10 2014

Thomas M. Brady
Director

Enclosures
1. Responsibilities
2. Parking Permit Waiting List Procedures
3. Single Occupant Vehicle Parking Procedures
4. Handicapped Parking Assignments
5. Alternative Fuel and Low Emissions Vehicle Parking Procedures
6. Van and Car Pool Parking Assignments
7. Visitor and Temporary Parking Clearance Request Procedures
8. Revocation, Suspension, and Non-Renewal of Parking Privileges

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: RESPONSIBILITIES 4

ENCLOSURE 2: PARKING PERMIT WAITING LIST PROCEDURES 8

APPENDIX: PRIORITY PARKING CRITERIA 9

ENCLOSURE 3: SINGLE OCCUPANT VEHICLE PARKING PROCEDURES 10

APPENDIX 1: PENTAGON RESERVATION PERKING PERMIT APPLICATION AND ACKNOWLEDGEMENT STATMENT 11
APPENDIX 2: PARKING CLEARANCE REQUEST FORM 13

ENCLOSURE 4: HANDICAPPED PARKING ASSIGNMENTS 14

APPENDIX: HANDICAPPED PARKING MEMORANDUM 16

ENCLOSURE 5: ALTERNATIVE FUEL/LOW EMISSIONS VEHICLE PARKING PROCEDURES 17

ENCLOSURE 6: VAN/CAR POOL PARKING ASSIGNMENTS 18

ENCLOSURE 7: VISITOR AND TEMPORARY PARKING CLEARENCE REQUEST PROCEDURES 20

ENCLOSURE 8: REVOCATION, SUSPENSION, AND NON-RENEWAL OF PARKING PRIVILEGES 22

GLOSSARY 24

ENCLOSURE 1

RESPONSIBILITIES

1. DIRECTOR, DODEA. The Director, DoDEA shall direct the Chief, Logistics Division to establish a Mark Center PMP for DoDEA HQ employees.

2. CHIEF OF STAFF, DODEA. The Chief of Staff, DoDEA shall provide to the Parking Coordinator a list of positions deemed essential for prioritization of parking availability at the Mark Center parking garage.

3. CHIEF, LOGISTICS DIVISION. The Chief, Logistics Division shall:

a. Establish a Mark Center PMP and appropriate policies, procedures, and programs and ensure resources are available to manage the PMP.

b. Conduct a biennial audit of PMP to ensure compliance of all procedures established in this Procedural Guide.

c. Report biennial audit findings to the Associate Director for Financial and Business Operations. Summarize results of the program for senior DoDEA officials, report policy procedural issues, and recommend corrective actions.

d. Appoint, in writing, the Parking Coordinator and Parking Specialist for PMP.

e. Ensure the Parking Coordinator and Parking Specialist comply with the requirements of PMP by establishing performance standards in accordance with this Procedural Guide.

4. CHIEF, HUMAN RESOURCES DIVISION. The Chief, Human Resources Division shall:

a. Ensure Mark Center parking information is included in the employee in-processing procedures.

b. Ensure that the Parking Specialist is included in the in-processing and out-processing procedures.

c. Ensure that the Parking Specialist has an updated listing of DoDEA HQ employees who are designated mission essential when processing applications for parking permits.

5. DODEA PARKING COORDINATOR. The DoDEA Parking Coordinator shall:

a. Provide guidance, instruction, and supervision to the Parking Specialist while overseeing all duties and tasks performed in support of DoDEA HQ Mark Center PMP and in accordance with this Procedural Guide.

b. Ensure PMP policies and procedures are implemented in accordance with this Procedural Guide.

c. Ensure compliance with References (a) through (c) by applying proper management controls to the PMP.

d. Review parking allocation data in the Pentagon Force Protection Agency (PFPA) parking application system and notify PFPA of discrepancies.

e. Maintain DoDEA's parking application system; including parking permit data, employee information and updates, and the parking permit waiting list.

f. Maintain accountability of assigned parking permits and ensure accurate parking permit holder information. Allocate parking spaces and inform employees of their responsibilities as parking permit holders.

g. Coordinate and allocate DoDEA HQ Mark Center visitor and temporary parking spaces, in accordance with this Procedural Guide.

h. Semiannually review parking requirements as compared to parking allocations. If required, request additional parking spaces from Washington Headquarters Services, Facilities Services Directorate, Integrated Services Directorate.

6. DODEA PARKING SPECIALIST. The DoDEA Parking Specialist shall:

a. Carry out duties and tasks as directed and instructed by the Parking Coordinator.

b. Assist the Parking Coordinator in maintaining the parking permit waiting list.

c. Assist the Parking Coordinator in coordinating visitor and temporary parking, in accordance with this Procedural Guide.

7. DODEA DIVISION CHIEFS. DoDEA Division Chiefs shall:

a. Ensure departing employees with parking privileges return parking permits to the Parking Specialist as part of the out-processing procedures.

b. Appoint, in writing, a Division visitor parking representative, if applicable.

8. PARKING PERMIT HOLDER. The parking permit holder shall:

a. Contact the Parking Specialist for all parking issues. Parking permit holders are not authorized to contact the Mark Center Parking Office (MCPO) unless prior approval is provided by the Parking Coordinator.

b. Prior to the conclusion of employment at the Mark Center, return the issued parking permit to the Parking Specialist.

c. Notify the Parking Specialist of any changes to the information provided during the initial parking application process.

d. Immediately report a lost or stolen parking permit to the Parking Specialist. Prior to the issuance of a replacement parking permit, the MCPO will investigate and document the circumstances surrounding the loss. During the investigation, the employee may request that the MCPO provide a 30 day parking clearance. If approved, the employee will be authorized to park in the North Parking Garage (NPG).

e. If applicable, annually re-submit a temporary handicap parking permit application to the Parking Specialist.

f. If applicable, submit a separate application as a member of a van/car pool to the Parking Specialist. Van/car pool parking permit holders must list the names of all members of the pool on the back of the application for the request to be considered for approval. See Enclosure 6 for additional van/carpool guidance.

g. If applicable, notify the Parking Specialist when a van/car pool member is removed from the pool. The van/car pool parking permit holder must provide a replacement pool member or risk losing the parking permit. See Enclosure 6 for additional van/carpool guidance.

h. If applicable, notify the Parking Specialist of Alternative Fuel/Low Emissions Vehicle (AF/LEV) status changes. Update the AF/LEV status annually by providing a copy of the AF/LEV vehicle registration to the Parking Specialist.

i. If applicable, withdraw from the Mass Transit Benefit Program (MTBP) after a parking space is allocated and before applying for a parking permit. In accordance with References (a) through (c), employees may not be enrolled in the MTBP while maintaining a single occupant vehicle (SOV) parking permit at the Mark Center. However, employees paying a fare to participate in a van/carpool may be simultaneously enrolled in the MTBP.

j. If detailed to another working location or in a Temporary Duty (TDY) status for more than 90 days, return the assigned parking permit to the Parking Specialist prior to departure. Upon returning to duty at the Mark Center, detailed and TDY status employees who previously held a parking permit will have priority over normal duty status employees already on the waiting list.

Employees returning to duty at the Mark Center from a detail or TDY status will be placed on the waiting list in the order in which they returned.

k. Prominently display parking permits by hanging the permit from the rearview mirror or otherwise making the permit visible through the front windshield so that the permit number and expiration date is visible.

ENCLOSURE 2

PARKING PERMIT WAITING LIST PROCEDURES

1. SINGLE OCCUPANCY VEHICLE (SOV) PARKING

a. All new SOV parking applicants will be placed at the bottom of the applicable waiting list, in accordance with the guidance provided in the appendix to this enclosure.

(1) However, exceptions to this policy will be made for personnel filling positions deemed essential by the Chief of Staff. The Chief of Staff will provide a list of essential positions to the Parking Coordinator. Individuals filling these essential positions will be given the highest priority for parking availability by the Parking Coordinator.

(2) The Parking Coordinator will not retain parking permits for individuals filling essential positions who decline Mark Center parking privileges.

b. An employee who is offered but declines an open parking space will remain at their position on the waiting list unless the employee requests to be removed from the waiting list or it is determined the employee no longer works at the Mark Center.

2. HANDIPCAPPED PARKING. There is no waiting period for handicapped parking spaces as of the date of this Procedural Guide.

3. ALTERNATE FUEL/LOW EMISSION VEHICLE (AF/LEV) PARKING

a. In accordance with Enclosure 5, individuals who qualify for AF/LEV parking permits will be placed on the standard waiting list. AF/LEV eligible parking permit applicants will be offered a parking permit after becoming the next eligible employee on the parking permit waiting list or once an AF/LEV parking space becomes available (whichever comes first).

b. In the event an AF/LEV space becomes available, the Parking Specialist will contact each individual on the waiting list to determine those eligible for AF/LEV parking. The first applicant (based on the length of time the applicant has been on the waiting list) eligible for AF/LEV parking will be offered a parking permit.

c. AF/LEV parking permit holders no longer owning an AF/LEV will be placed at the bottom of the parking permit waiting list, if requesting SOV parking.

4. VAN/CAR POOL PARKING. There is no waiting period for van/car pool parking. See Enclosure 6 for additional van/carpool guidance.

APPENDIX TO ENCLOSURE 2

PRIORITY PARKING CRITERIA

Essential Positions

Personnel designated to permanently fill positions deemed by the Chief of Staff as essential will receive parking privileges immediately after a parking permit becomes available. If a parking permit is not immediately available, the individual designated to fill the essential position will be placed at the top of the Priority 1 waiting list and may request temporary parking until a permanent parking permit is received. Individuals designated to temporarily fill essential positions are not eligible and will not be immediately issued a permanent parking permit or be placed at the top of the Priority 1 waiting list.

Priority 1 Waiting List Criteria

Only full-time DoDEA employees working at the Mark Center will be added to the Priority 1 parking permit waiting list. Priority 1 waiting list applicants must meet at least one of the following qualifications:

- DoDEA HQ employee working a minimum of 32 hours per week or 64 hours per pay period at the Mark Center.
- DoD employee detailed to DoDEA HQ full-time for the period of their detail.
- DoD term employee detailed to DoDEA HQ minimum of one year and maximum of four years.

Priority 2 Waiting List Criteria

Only part-time DoDEA HQ employees will be added to the Priority 2 parking permit waiting list. Priority 2 waiting list applicants must meet at least one of the following qualifications:

- DoDEA HQ employee working 16 to 32 hours per week or 32 to 64 hours per pay period.
- DoD part-time term employee detailed to DoDEA HQ between one and four years.

Priority 3 Waiting List Criteria

Other DoDEA HQ employees not meeting the qualifications of the Priority 1 or Priority 2 parking permit waiting lists will be added to the Priority 3 waiting list.

Note: The Priority 1 waiting list will be exhausted prior to issuing a permanent parking pass to anyone on the Priority 2 waiting list. The Priority 2 waiting list will be exhausted prior to issuing a permanent parking pass to anyone on the Priority 3 waiting list.

ENCLOSURE 3

SINGLE OCCUPANT VEHICLE PARKING PROCEDURES

1. SUMMARY. SOV and motorcycle parking spaces are available to permanent and term DoDEA HQ employees eligible for SOV parking as determined by this Procedural Guide.

2. APPLICATION PROCEDURES

a. All DoDEA HQ employees requesting SOV or motorcycle parking at the Mark Center must complete the forms at Appendices 1 and 2 to this enclosure and submit each to the Parking Specialist. Applicants must provide a MTBP withdrawal confirmation, if applicable, prior to being issued a permanent parking permit. Applicants will be issued a parking permit if eligible and a parking space is available. If parking is not available, the requestor will be added to the parking permit waiting list, in accordance with Enclosure 2.

b. Documents required when applying for parking include:

(1) Driver's License

(2) Vehicle registration

3. RESPONSIBILITES

a. All parking permit holders must notify the Parking Specialist within ten working days if there are any changes to the information provided on the forms at Appendices 1 or 2 to this enclosure or if there is a change in the employees parking eligibility (including expired license or registration).

b. To maintain a parking permit, permit holders must apply for reissuance of a parking permit at least ten working days prior to the expiration of the permit.

c. SOV parking permit holder shall not utilize reserved parking spaces or parking spaces designated for vehicles with Reservation "H" (handicapped) or AF/LEV parking permits. SOV parking permit holders shall utilize only SOV parking spaces.

4. MOTORCYCLE PARKING PERMIT ASSIGNMENTS. DoDEA employees will park motorcycles only in designated motorcycle parking spaces. A motorcycle decal must be obtained separately at the MCPO to access the parking garage.

APPENDIX 1 TO ENCLOSURE 3

PENTAGON RESERVATION PARKING PERMIT APPLICATION

PENTAGON RESERVATION PARKING PERMIT APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 2674(c)(1); 42 U.S.C. 7418(d); 5 U.S.C. 7905; E.O. 12191; E.O. 13150; and E.O. 9397.

PRINCIPAL PURPOSE(S): To administer the Pentagon parking permit program where individuals are allocated parking spaces; to operate vehicular environmental compliance and maintenance programs involving certain vehicles which are operating on the Pentagon Reservation or Federal Office Building 2 (FOB2); and to ensure that unless authorized to do so, parking permit applicants do not also receive the DoD National Capital Region Public Transportation fare subsidy benefit.

ROUTINE USE(S): Other Federal agencies may receive permit application information to ensure that only eligible individuals are receiving the mass transportation fare subsidy benefit. The EPA may receive permit application information to ensure that vehicles operating on the Pentagon Reservation and FOB2 are in compliance with Clean Air Act requirements. State and local governmental authorities may receive information for the purpose of reporting vehicular compliance with statutory/regulatory maintenance standards.

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in denial of the application for a parking permit.

1. LAST NAME	2. FIRST NAME	3. MIDDLE NAME

4. MAIDEN NAME *(If applicable)*	5. SOCIAL SECURITY NUMBER	6. E-MAIL ADDRESS

7. RANK *(X one)*

☐ a. GENERAL SCHEDULE ☐ b. EXECUTIVE SCHEDULE ☐ c. SENIOR EXECUTIVE SERVICE ☐ d. OFFICER
☐ e. WAGE GRADE ☐ f. ENLISTED ☐ g. CONTRACTOR
☐ h. OTHER *(Specify)*

8. GRADE

9. WORK LOCATION *(X one)*

☐ a. PENTAGON ☐ b. 400 ARMY NAVY DRIVE ☐ c. FOB2 ☐ d. OTHER *(Specify)*

10. ROOM NUMBER	11. WORK TELEPHONE NUMBER *(Include area code)*	12. HOME ZIP CODE *(ZIP Code + 4)*

13. DEPARTMENT *(X one)*

☐ a. ARMY ☐ b. AIR FORCE ☐ c. NAVY ☐ d. DEPARTMENT OF DEFENSE
☐ e. OFFICE OF THE SECRETARY OF DEFENSE ☐ f. OTHER *(Specify)*

14. AGENCY/DIVISION

15. VEHICLE TAGS

a.(1) LICENSE PLATE NUMBER	(2) STATE	b.(1) LICENSE PLATE NUMBER	(2) STATE	c.(1) LICENSE PLATE NUMBER	(2) STATE	d.(1) LICENSE PLATE NUMBER	(2) STATE

16. CAR POOLS AND VAN POOLS *(X one)*

☐ a. 2M ☐ b. 3M ☐ c. 4M ☐ d. VAN POOL *(7 or more members)*

17. ARE YOU APPLYING FOR AN INDIVIDUAL PERMIT?

☐ a. YES ☐ b. NO

18. DO YOU RECEIVE METRO SUBSIDY?

☐ a. YES ☐ b. NO

CERTIFICATION PERTAINING TO CAR POOL

I certify that I actively participate as a member of a reserved car pool. I understand that active participation means that I ride to and from work as a member of the car pool except when on leave or other situations that would preclude travel on any given day, for a distance of at least five miles. Further, I understand that administrative action will be taken to revoke my parking privilege for falsifying my participation.

19.a. PRINCIPAL MEMBER SIGNATURE	b. DATE *(YYYYMMDD)*	20.a. APPLICANT SIGNATURE	b. DATE *(YYYYMMDD)*

FOR OFFICE USE ONLY

21. PERMIT TYPE

22. ISSUE TYPE *(X one)*

☐ a. NEW ☐ b. REPLACE ☐ c. DUPLICATE

23. TRANSACTION TYPE *(X one)*

☐ a. SPECIAL ☐ b. DISABLED ☐ c. EXCEPTION

24. FOB2 ONLY

a. LOT NUMBER *(1 - 6)* b. COMPOUND LETTER *(A-O)* AND SPACE NUMBER

25. PERMIT NUMBER

26. PERMIT EXPIRATION DATE *(YYYYMMDD)*

27. PROCESSOR NAME *(Last, First, Middle Initial)*	28. PROCESSOR SIGNATURE	29. SIGNATURE DATE *(YYYYMMDD)*

DD FORM 1199, NOV 2004 PREVIOUS EDITION IS OBSOLETE.

Pentagon Reservation Permit Holder's Acknowledgement Statement of Parking Responsibility

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

- I will keep parking data information, such as: mass transit benefit membership, work phone number, vehicle tag numbers, and car/van pool memberships current at all times with the Parking Management Branch (PMB), located in Room 2D1039 of the Pentagon. Vehicles not properly registered are subject to booting and or towing.
- I will return the assigned parking permit issued upon out-processing, retiring, expiration, leaving the agency, or upon a request of a PMB representative to PMB. I understand the permit is non-transferable to another individual and any such transfer subjects me to subsequent investigation and possible criminal sanction.
- Any modification, reproduction, or replication to the Parking Permit is prohibited. Violators are subject to administrative action and/or criminal prosecution and having their vehicle immediately booted at their own expense.
- I understand that I may be issued a Violation Notice for the first parking infraction, booted for the second violation, and booted with parking privileges suspended for the third infraction for such parking offenses listed below or set out in AI 88*:

  1. Displaying an expired or invalid Parking Permit.
  2. Failure to display parking permit.
  3. Vehicles parked in a non-designated parking area for the type of Parking Permit displayed.
  4. Vehicle not registered in the Parking Database.

*** VIOLATOR'S PARKING PRIVILEGES MAY BE SUSPENDED FOR ONE YEAR OR INDEFINITELY DEPENDING ON THE TYPE OF PARKING VIOLATIONS DOCUMENTED.**

I have read and acknowledge my responsibility as a Pentagon Reservation permit holder upon the receipt of the assigned parking permit.

Permit Holder's Printed Name	Permit Type and Number
Permit Holder's Signature	Date (Rev. 9-15-10)

APPENDIX 2 TO ENCLOSURE 3

VISITOR PARKING CLEARANCE REQUEST FORM

PARKING CLEARANCE REQUEST TEMPLATE

Location: Pentagon or Mark Center :

Visitor/Driver's First and Last name:

Visitor/Driver's License Plate number:

State of License Plate Registration:

Make, Model and Color of vehicle:

Arrival date & Arrival time:

If Pentagon – what parking location are you requesting:

First and Last name of person visiting:

Grade of person visiting (Example: GS-15, SES, Gen, Col, MAJ, etc):

Organization of person visiting:

Room number and Phone number of person visiting:

PMP Enrolled: Yes or No:

Is this a visitor or employee?:

Is this a Rental Vehicle? Yes or No:

ENCLOSURE 4

HANDICAPPED PARKING ASSIGNMENTS

1. SUMMARY. Handicapped parking spaces are reserved for vehicles with a Reservation "H" parking permit and are identified with wheelchair insignia on the pavement. The "H" signage within the South Parking Garage and NPG designates a handicapped parking space.

2. APPLICATION PROCEDURES. To request a temporary or permanent handicapped parking permit, the requestor must provide the following to the Parking Specialist:

a. DD Form-1199 "Pentagon Reservation Parking Permit Application" and the accompanying "Acknowledgement Statement of Parking Responsibility" at Appendix 1 to Enclosure 3.

b. Physician Medical Evaluation Statement (with letterhead) supporting the handicapped parking request. See the appendix to this enclosure for additional guidance.

(1) All requests for an "H" parking permit shall be initiated by the individual. Requests must include detailed documentation from the requestor's physician precluding further examination at the Pentagon Reservation medical facilities. The medical evaluation documentation presented in support of a handicapped parking request must address the following questions:

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

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

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

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

(e) How does the increased walking distances from certain parking areas adversely affect the disability?

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

(2) Based on the results of the medical evaluation review and the timeframe of the physical disability, handicapped parking permits will be issued as follows:

(a) Permanent Disability. An "H" parking permit will be issued in 2-year increments based on the parking permit biennial review by the Pentagon DiLorenzo TRICARE Health Clinic. If the handicapped parking spaces are full, "H" parking permit holders may park in any vacant parking space except for reserved numbered spaces.

(b) Temporary Disability

1. Temporary "H" parking permits are granted based on the time period indicated by the requester's physician on the medical documentation submitted to the Parking Specialist. However, the Pentagon DiLorenzo TRICARE Health Clinic has final approval over the issuance of the temporary parking permit. Temporary handicapped parking permit holders may park in designated handicapped spaces. If the marked handicapped parking spaces are full, temporary "H" parking permit holders may park in any vacant parking space except for those parking spaces marked, "reserved".

2. Temporary handicapped parking permits may not exceed a 1-year time period. The issuance of temporary handicapped parking permits must be approved by the Pentagon DiLorenzo TRICARE Health Clinic. Individuals requesting reissuance of a temporary handicapped parking permit must resubmit medical documentation for approval.

3. RESPONSIBILITIES. If applicable, applicants approved for a temporary "H" parking permit will be required to return their assigned SOV or AF/LEV parking permit to the Parking Specialist and will not be eligible for SOV or AF/LEV parking while using an "H" parking permit at the Mark Center. Employees will be reissued their original parking permit once eligibility for the "H" parking permit has expired.

APPENDIX TO ENCLOSURE 4

HANDICAPPED PARKING MEMORANDUM

7036926250 12 47 51 08-07-2008 3/3

DEPARTMENT OF THE ARMY
DiLorenzo TRICARE Health Clinic
5801 Army Pentagon
Washington, DC 20310-5801

REPLY TO
ATTENTION OF

MCHL-HC

HANDICAPPED PARKING PRIVILEGES

Dear Colleague:

This employee is requesting special handicapped parking privileges.

Parking is very scarce at this installation and must be parceled out carefully to meet the needs of numerous employees who may require it for medical reasons.

I would appreciate your making a careful evaluation of your patient's need for special parking.

Your letter of support should clearly specify:

1. The precise nature of the condition
2. How far the patient is able to ambulate
3. Any assistive devices (cast, crutches, canes, walker, oxygen, etc)
4. The projected duration of the handicap
5. Whether the patient is allowed to drive

The letter should be typed or legibly written and dated on letterhead by a medical doctor with his/her original signature. It should be noted that a DMV handicapped parking sticker is not sufficient justification to warrant handicapped parking privileges in the Pentagon.

Thank you for helping us come to a decision in this situation.

Sincerely,

Robert V. Veiga, M.D., M.P.H.
Medical Director
Civilian Employees Health Service

ENCLOSURE 5

ALTERNATIVE FUEL/LOW EMISSIONS VEHICLE (AF/LEV) PARKING PROCEDURES

1. SUMMARY. DoDEA allocates AF/LEV parking permits to owners of vehicles with a Leadership in Energy and Environmental Design (LEED) rating of 40 or above, as determined by http://www.greenercars.org/. Owners of these vehicles may be eligible for one of the allocated AF/LEV parking spaces.

2. APPLICATION PROCEDURES. DoDEA HQ applicants requesting AF/LEV parking at the Mark Center must complete and submit the forms at Appendices 1 and 2 to Enclosure 3. Additionally, applicants must provide a valid copy of the AF/LEV's registration to the Parking Specialist.

a. The Parking Specialist will verify the AF/LEV meets the predetermined LEED green score qualifications. Vehicles determined to be eligible for AF/LEV parking will be added to the waiting list.

b. Documents required when applying for AF/LEV parking are:

(1) Driver's License

(2) Vehicle registration

3. RESPONSIBILITIES

a. Employees issued an AF/LEV parking permit must inform the Parking Specialist of any changes to their parking eligibility (including status changes lasting more than 30 days).

b. If applicable, AF/LEV parking permit holders must request temporary SOV parking when the AF/LEV is not being used to commute. See Enclosure 7 for additional guidance on temporary parking application procedures.

c. Non-AF/LEV vehicles may not be parked in AF/LEV designated parking spaces. However, vehicles with an AF/LEV parking permit may use SOV parking spaces, if required.

ENCLOSURE 6

VAN AND CAR POOL PARKING ASSIGNMENTS

1. SUMMARY. Car pools must consist of a minimum of two employees working at the Mark Center. Van pools must consist of a minimum of seven riders, to include the driver. At least three of the riders must be employed at the Mark Center.

2. APPLICATION PROCEDURES. To obtain a van/car pool parking permit, all riders of the van/car pool must submit the required forms at Appendices 1 and 2 to Enclosure 3 to the Parking Specialist. After the application has been processed, members of the van/car pool will be required to provide their CACs and valid driver's licenses (or proof of residency) to the MCPO. Meetings with the MCPO for van/car pool applications must be scheduled in advance. Once this process is completed and the applicants have been determined to be eligible for van/car pool parking, a parking permit will be issued.

3. RESPONSIBILITIES

a. All van/car pool members must commute together daily. Members of the van/car pool must provide proof of residence and should live within the same general locality or reasonable vicinity along the route to the place of employment.

b. Van/car pools shall designate a primary point of contact to the Parking Specialist.

c. Van/car pool members will comply with all guidance provided in this Procedural Guide. It is imperative that all van/car pool members provide accurate contact information and vehicle identification to the Parking Specialist, including home and work telephone numbers and location, vehicle make and model, vehicle license plate number, and van/car pool membership.

d. All van/car pool members are subject to random verification of information and participation in a van/car pool. It is mandatory that all members fully cooperate with the Parking Specialist when verifying van/car pool membership. Failure of any member to provide the requested information within five business days may result in revocation of the approved parking permit.

e. When a van/car pool membership falls below the required minimum participants, a period of ten working days will be provided to allow members to find other participants. If new participants are not found at the end of the ten working day period, the van/car pool parking permit may be canceled. It is the primary van/car pool member's responsibility to complete the forms at Appendices 1 and 2 to Enclosure 3 and provide updated information to the Parking Specialist for any new van/car pool members.

f. If it is determined that a van/car pool member has left a pool for more than a ten day period without notifying the Parking Specialist (other than for leave or TDY not exceeding 30 days), the parking permit may be canceled.

g. Employees who have lost van/car pool eligibility may request to be added to the SOV waiting list.

ENCLOSURE 7

VISITOR AND TEMPORARY PARKING CLEARANCE REQUEST PROCEDURES

1. SUMMARY

a. Visitor parking is a privilege provided to Mark Center guests. Temporary parking may be provided to employees enrolled in MTBP benefits and may only be used for official reasons. Temporary parking is also provided to other employees on a case-by-case basis as defined in Paragraph 3 of this enclosure.

b. Designated visitor spaces are located in the NPG. All Mark Center visitor parking requests must be submitted to the Parking Specialist. Once a visitor parking request is received, the Parking Specialist will obtain a temporary parking clearance from the MCPO if the applicant meets all requirements for Mark Center parking.

c. Applicants enrolled in MTBP may request visitor parking for five calendar days per month. Recurring visitor parking requests will be strictly monitored due to the limited allocated parking spaces available at the Mark Center. Employees requesting more than five visitor parking requests per month will be "red–flagged" in the parking database and the Parking Specialist will be contacted by the MCPO.

d. MTBP enrollees requesting visitor parking in excess of five calendars days per month, must submit a request with justification for the additional visitor parking days to the Parking Specialist. The request will then be forwarded to the Chief of Staff for consideration. If approved by the Chief of Staff, the request will then be forwarded to the MCPO for consideration.

e. Per Reference (c), all permanently assigned Mark Center personnel who do not have an assigned parking permit and have requested and been approved for visitor parking must park on either level seven or eight of the NPG.

2. APPLICATION PROCEDURES

a. To obtain visitor parking access, the vehicle clearance request form at Appendix 2 to Enclosure 3 must be submitted to the Parking Specialist at least 24-hours in advance of the date of requested access. Emergency visitor parking requests will be handled on a case-by-case basis.

b. The vehicle clearance request form at Appendix 2 to Enclosure 3 may be requested by e-mailing the employee's Division visitor parking representative or the Parking Specialist at markcenterparking@hq.dodea.edu.

c. All visitor parking requests are reviewed and processed Monday through Friday from 0800 to 1600. The requestor will receive an e-mail notification once the visitor parking request has been processed and approved.

d. Temporary vehicle clearances may be provided to employees who have forgotten their parking permits. Visitors and employees needing a temporary vehicle clearance must drive to the Visitor Parking entrance located in the NPG and contact the Visitor Control Center from the call box. The Visitor Control Center may grant access after verifying the employee's information.

3. QUALIFICATIONS. Temporary parking may be provided to employees not enrolled in MTBP on a case-by-case basis for:

a. Meetings;

b. Newly assigned personnel;

c. Doctor's appointments;

d. Personnel who work early or late hours due to special mission requirements, or;

e. Other circumstances as approved on a case-by-case basis.

ENCLOSURE 8

REVOCATION, SUSPENSION, AND NON-RENEWAL OF PARKING PRIVILEGES

1. POLICY. It is DoDEA policy that employees utilizing the Mark Center parking garages adhere to all PFPA rules and regulations. Parking at the Mark Center is a privilege and not a right of any individual.

2. REGULATIONS. Per Reference (a), parking at the Mark Center is enforced by the PFPA Pentagon Police Directorate. As directed by PFPA, parking privileges may be revoked, suspended, or denied renewal if it is determined that a person has violated parking regulations by:

a. Altering or reproducing a parking permit;

b. Using an expired or invalid parking permit (e.g. a parking permit reported lost, canceled, or stolen, or acquired by improper transfer);

c. Failing to inform the Parking Specialist of changes to van/car pool membership or not returning the parking permit when membership falls below the minimum required to maintain parking permit privileges, or;

d. Sharing, trading, selling, or reassigning a parking permit.

3. ABUSE. The following examples of abuse of parking privileges could result in the loss of DoDEA parking allocations, the individual's inability to park at the Mark Center for up to six to twelve months, prosecution, or booting and/or towing of the employee's vehicle at the owner's expense:

a. Providing false information to obtain or maintain a van/car pool membership;

b. Maintaining or failing to return a Mark Center parking permit while enrolled in the MTBP;

c. Receiving three or more parking violations during a 12 month period, or;

d. Failure to abide by the terms and conditions of the parking rules, policies, and procedures set forth in this Procedural Guide.

4. REVOCATION OR SUSPENSION

a. Mark Center parking privileges may be suspended, revoked or denied renewal for violations of PFPA regulations.

(1) A first violation will result in a warning citation and the infraction will be recorded in the PFPA database.

(2) A second violation will result in a citation and vehicle immobilization with the infraction recorded in the PFPA database.

(3) A third violation within a 12 month period will result in vehicle immobilization and a proposed suspension of parking privileges for up to one year through the MCPO.

b. If parking privileges are revoked, the employee may request to be reinstated. If reinstated, the requestor will be placed at the bottom of the waiting list.

5. VEHICLE SEARCH. Vehicles entering Mark Center premises are subject to search by PFPA. Parking permits shall be promptly surrendered upon request by PFPA or the MCPO. Authorized vehicles shall be parked properly in marked spaces. Oversized vehicles are not permitted.

GLOSSARY

AF/LEV	Alternate Fuel/Low Emission Vehicle
CAC	Common Access Card
DoD	Department of Defense
DoDEA	Department of Defense Education Activity
HQ	Headquarters
LEED	Leadership in Energy and Environmental Design
MCPO	Mark Center Parking Office
MTBP	Mass Transit Benefit Program
NPG	North Parking Garage
PFPA	Pentagon Force Protection Agency
PMP	Parking Management Program
SOV	Single Occupant Vehicle
TDY	Temporary Duty