



Building Circular

Department of Defense/Washington Headquarters Services

Number: WHS-20-05

Date: June 11, 2020

Expiration Date: June 10, 2021

SUBJECT: Parking Plan and Procedures During COVID-19 Pandemic

The purpose of this building circular is to inform all Pentagon, Mark Center and Suffolk building occupants about the COVID 19 Phases 1 – 4 commuter parking plan procedures. The new parking plan and procedures for the Pentagon, Mark Center, and Suffolk Building are in response to the current reduction of mass transit services. The new parking plan and procedures are effective beginning Monday, June 15, 2020.

The Parking Management Office (PMO) will manage all COVID-19 clearances for temporary parking and general parking spaces at all locations. Each agency's Component Parking Representative (CPR) will continue to manage their agency's allocations. The new parking procedures are as follows:

- All permit holders will be allowed to park in parking areas newly designated as *general parking areas*. *General parking areas at each building are identified as follows:*
 - **Pentagon General Parking** (See attachment 1): North-C, South-C, South-A, Hayes, Fern, and Eads parking lots with the exception of South Parking B Lanes, South Parking Lane 26, South Parking Lane 1 Pentagon Memorial disabled spaces, and Motorcycle Lanes.
 - **Mark Center General Parking:** North Parking Garage (NPG) with exception of Executive, Motorcycle, Disabled, and Government parking spaces.
 - **Suffolk Building General Parking:** General and visitor spaces with exception of Executive, Disabled, Government, and Building Owner parking spaces.
- General parking on the Pentagon Reservation, Mark Center and Suffolk Building is "first come first served" for individuals with a valid Pentagon parking pass or a COVID-19 Temporary Parking Clearance (See below).
- A COVID-19 Temporary Parking Clearance request is required to obtain authorized parking at the Pentagon, Mark Center, or Suffolk Building. The COVID-19 Temporary Clearance Parking request form (see Attachment 2) is available electronically on the WHS webpage: <https://www.whs.mil/Coronavirus/#Parking>
- All official government vehicles at the Pentagon that normally park in lanes 19 and 44 will be consolidated in North Secure Parking
- In-processing personnel will receive COVID-19 clearances for temporary parking.
- Out-processing personnel will return their permits to their agency CPR and/or PMO.
- The bulk turnover for expired permits will be extended for two months after we enter Phase 4 of the *Pentagon Reservation Plan for Resilience and Aligning with National Guidelines for Opening Up America Again*.
- North Parking Lane 63 will continue to be available for construction project contractor vehicle parking.
- All vehicles must be registered prior to parking on the Pentagon Reservation. If not, your vehicle will be ticketed.

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The Pentagon Force Protection Agency (PFPA) will continue parking enforcement and will monitor vehicle registration using License Plate Readers (LPRs).

All Senior Leaders impacted by the reduction of mass transit services will receive an Executive Parking Clearance and be assigned to a secure parking area for the duration of COVID-19 activities. This includes a temporary hang tag and temporary swipe access through Vehicle Access Control Points (VACP).

The Mark Center North Parking Garage (NPG) will be used as Pentagon overflow parking until COVID-19 Phase 4. Any individual with a valid Pentagon parking permit may park in the Mark Center NPG. For directions to the Mark Center, please visit <https://www.whs.mil/About/Where-We-Work/Getting-to-the-Mark-Center>.

Mark Center commuters impacted by reduced mass transit services may be granted clearances and swipe access to park in NPG. The Mark Center Parking Office will manage NPG swipe access and later remove access in COVID-19 Phase 4.

As of June 15, 2020, PMO will resume issuance of Vanpool and Carpool permits. Commuters must practice safety procedures to include social distancing along with use of face coverings in accordance with Center for Disease Control and Prevention (CDC) Guidelines. Commuters may request parking using the Temporary Clearance Parking request forms during reduced mass transit services caused by COVID-19.

Mass Transportation Benefit Program (MTBP) participants who will be utilizing temporary parking clearances can remain in the program. Unused benefits for Metro Rail and Bus riders are returned to the Department each month. Those that purchase monthly VRE, MARC, MTA, or pay a Van Pool will need to adjust their monthly claims and pass purchases to match their actual need. For example, those traveling less than 16 days per month on the VRE should switch to 10-trip passes rather than a full monthly ticket.

Listed below is contact information and email addresses to contact the Parking Management Office at the Pentagon and Mark Center/Suffolk Building Office:

Pentagon: whs.pentagon.fsd.mbx.parking-program@mail.mil

Mark Center/Suffolk Building: whs.mc-alex.fsd.mbx.parking-program@mail.mil

Pentagon Parking Office Hours: 7:00am – 4:30 pm daily Monday – Friday, Phone 703-697-6251

Mark Center Parking Office Hours: 7:30 am - 4:00pm daily Monday – Friday, Phone 571-372-7100

For questions regarding DoD Shuttle operations, please email the WHS Transportation Management Program Office (TMPO) at whs.pentagon.fsd.mbx.dod-shuttle-bus@mail.mil. When boarding DoD Shuttles, face coverings are required and shuttle capacity will be reduced due to social distancing practices. For the latest updates on regional mass transit options, please visit <https://www.whs.mil/Coronavirus/#LTA>.

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Visit <https://www.whs.mil> for updates on parking information.

For questions regarding mass transportation benefits, please contact the Mass Transportation Benefits Program (MTBP) office at (571) 256-0962 and WHSNCRTransitBenefit@mail.mil.

For questions, please contact the WHS Parking Management Officer, Ms. Myrna Merced at 703-697-9864 or by email to myrna.l.merced.civ@mail.mil.

Paul G. McMahon
Acting Director
Facilities Services Directorate

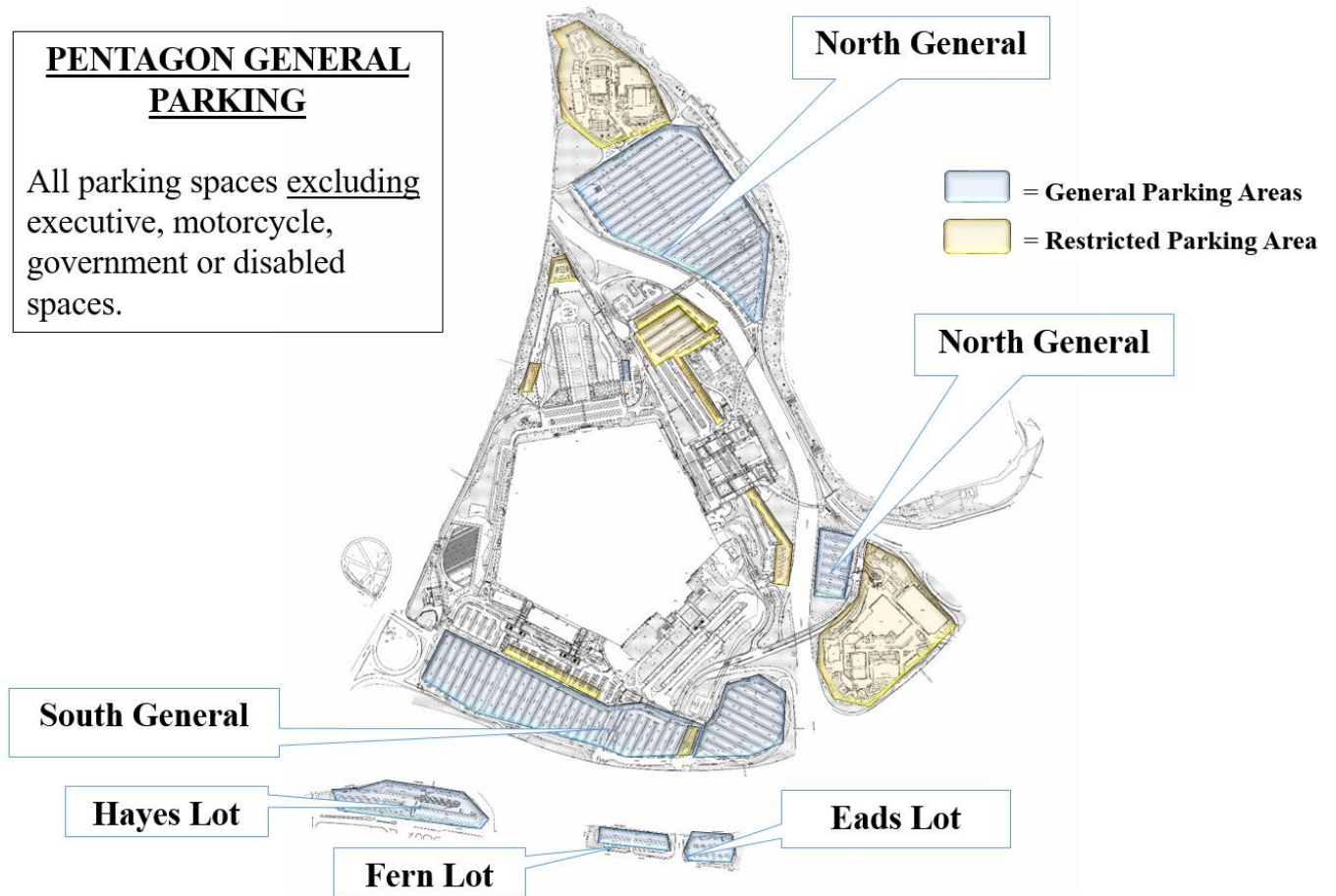
Attachments:
As Stated

DISTRIBUTION: <https://my.whs.mil/services/Building-Circular-Library>

(SEE OVER)

PENTAGON GENERAL PARKING AREAS

PENTAGON GENERAL PARKING
All parking spaces excluding executive, motorcycle, government or disabled spaces.



Attachment 1 to WHS-20-05 Parking Plan and Procedures During COVID-19 Pandemic

(SEE OVER)

COVID-19 TEMPORARY PARKING CLEARANCE REQUEST FORM

TEMPORARY PARKING CLEARANCE REQUEST

Due to the Covid-19 situation all walk-In requests may be submitted to:

Pentagon: whs.pentagon.fsd.mbx.parking-program@mail.mil

Mark Center/Suffolk: whs.mc-alex.fsd.mbx.parking-program@mail.mil

For more information please call: 703-697-6251

Privacy Act Statement

AUTHORITY: 10 U.S.C. 2674, Operation and control of Pentagon Reservation and defense facilities in National Capital Region; and Administrative Instruction 88, Pentagon Reservation Vehicle Parking Program.

PRINCIPAL PURPOSE(S): To manage the Pentagon Facilities Parking Program for DoD civilian, military, and contractor personnel applying for a temporary parking permit.

ROUTINE USE(S): Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Congressional Inquiries, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purposes Routine Use. The applicable Privacy Act System of Records Notice is DWHS D04, Pentagon Facilities Parking Program found at <http://dpclid.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570582/dpfa-02.aspx>.

DISCLOSURE: Voluntary, however, failure to provide the requested information may require additional time to process the application or result in denial for a parking permit.

Parking Location:

Note: For entry to the Mark Center North Parking Garage Employees will display their DoD CAC to the airphone at the garage entrance and then be granted access on visual recognition

Driver's Last name:

Driver's First name:

Arrive date:

End Date:

Employee Type:

Enrolled in Mass Transportation Benefits Program?

Phone number:

Room number:

Organization:

Email:

License Plate number:

State of License Plate Registration:

An email confirmation will be sent to you after the clearance is processed.