



# Building Circular

Department of Defense/Washington Headquarters Services

**Number:** WHS-20-06    **Date:** June 25, 2020    **Expiration Date:** TBD

**SUBJECT:** Updates to the COVID-19 Phases 2 -3 Commuter Parking Plan Procedures

The purpose of this building circular is to inform the Pentagon, Mark Center and Suffolk building occupants of updates to the COVID 19 Phase 2 (HPCON B) & Phase 3 (HPCON A) commuter parking plan and procedures. This parking plan will become effective when the Pentagon transitions into Phase 2. Normal, pre-COVID 19 parking procedures will be in effect during Phase 3. All COVID-19 Temporary Parking Clearances, to include those temporarily issued to Metro Transit Benefits recipients, will expire seven business days following the declaration of Phase 3. This circular replaces circular WHS-20-05 Parking Plan and Procedures During COVID-19 Pandemic, Dated June 11, 2020, which is rescinded.

During Phase 2, permit holders should park in designated areas as displayed on their permits. General parking (SA/SC & NC) at the Pentagon, as well as parking at Mark Center and Suffolk Building, are “first come first served” for individuals with a COVID-19 Temporary Parking Clearance. If space is not available, permit holders are allowed to park in any Pentagon general parking area. Requests for overnight parking in general parking spaces has been discontinued during all phases of COVID-19.

When Pentagon general parking areas reach maximum capacity, the following alternatives are available:

- (1) Effective immediately a new COVID-19 Temporary Parking Clearance request will be required to park at the Mark Center North Parking garage through the visitor entrance (see Attachment 1). For directions to the Mark Center, please visit <https://www.whs.mil/About/Where-We-Work/Getting-to-the-Mark-Center>. The Metro bus 7M shuttle is available to transport personnel from the Mark Center to the Pentagon. The shuttle operates every 15 minutes from 5:45 AM to 6:30 PM between the Pentagon and Mark Center. The first bus leaves the Mark Center at 6:05 AM and the last bus leaves the Pentagon at 6:15 PM (see Attachment 2). Personnel may board and ride the 7M shuttle upon showing their CAC to the driver.
- (2) Effective Thursday, June 25, 2020, the Franconia/Springfield - Mark Center Shuttle will return to regular schedule (see Attachment 3), operating every 20 minutes during AM peak (from 5:30 AM to 9:32 AM) and PM Peak (3:20 PM to 7:14 PM). The Franconia/Springfield – Mark Center shuttle stops at the Franconia/Springfield Metro Station, Springfield Town Center (Mall) and ends at the Mark Center Station. Currently, free commuter parking is available on levels 2, 4, & 6 (500 spaces) at the Fairfax County Park and Ride location maintained by the Springfield Town Center (Mall) (<https://www.fairfaxcounty.gov/connector/riders/springfield-mall>).

(SEE OVER)

Flag Officers, General Officers and Senior Executive leaders with a SA permit will be provided a 90-day COVID-19 Temporary Clearance to park in South Secured executive clearance lane; North Secured executive clearance area; or agencies unassigned numbered spaces. Agencies will maintain control of their vacant numbered spaces projected for inbound executives, however, agencies are expected to support this situation by temporarily allowing their Flag Officers, General Officers and Senior Executive leaders with SA permits to park in their unassigned numbered parking spaces. For Flag Officers, General Officers and Senior Executive leaders temporarily relocated to South Secured executive clearance lane or North Secured executive clearance area, the PMO will issue a 90-Day COVID-19 Clearance, an Executive Hangtag, and will coordinate swipe access. Within seven days of entering Phase 3, all executive hangtags issued in support of COVID-19 must be returned to the PMO office.

During COVID 19 Phase 2, expectant mothers who are permit or non-permit holders will be allowed to park in disabled secure parking spaces at the Pentagon, Mark Center, and Suffolk Building until delivery date. Expectant mothers are required to submit the COVID 19 Temporary parking request via email and should self-declare their pregnancy status. The COVID-19 Temporary Parking Clearance request form is available electronically on the WHS webpage: <https://www.whs.mil/Coronavirus/#Parking>.

All official government vehicles parked in South Parking Lane 19 and North Parking Lane 44 at the Pentagon will be consolidated in North Secure no later than Tuesday, June 30, 2020 in the designated area (indicated with traffic cones) within the North Parking NA area. Access swipe will not be required for drivers with an Official Government Vehicle permit (OGV). PFFA will still request to see their CAC card to allow them through the Vehicle Access Control Point.

The Pentagon Force Protection Agency (PFFA) will enforce existing parking regulations with respect to ***non-registered vehicles*** at the Pentagon, Mark Center, and Suffolk Building. All vehicles must be registered prior to parking on the Pentagon Reservation, if not, the first violation will result in a warning. The second violation will result in the violator being identified and forwarded to his or her agency's senior leaders for appropriate action. An elevated enforcement measure will occur if employees fail to comply with parking regulations as outlined in this building circular.

For questions regarding DOD Shuttle operations and general mass transit options, please email the WHS Transportation Management Program Office (TMPO) at [whs.pentagon.fsd.mbx.dod-shuttle-bus@mail.mil](mailto:whs.pentagon.fsd.mbx.dod-shuttle-bus@mail.mil). When boarding DoD Shuttles, face coverings are required and shuttle capacity will be reduced 50% or less due to social distancing practices. For the latest updates on regional mass transit options and shuttle bus schedules, please visit <https://www.whs.mil/Coronavirus/#LTA>.

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

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For questions, please contact the Building Manager, Mr. Robert H. Candido at (703) 697-7351 or by email to [robert.h.candido.civ@mail.mil](mailto:robert.h.candido.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)

# Mark Center North Parking Garage Visitor's Entrance



Attachment 1 to WHS-20-06 Updates to the COVID-19 Phases 2 -3 Commuter Parking Plan

(SEE OVER)

# 7M Shuttle Schedule to and from the Mark Center

<b>7M Mark Center-Pentagon</b>			
<b>Monday thru Friday -</b> Lunes a viernes			
Effective Monday, June 22, 2020			
<b>Northbound to Pentagon</b>		<b>Southbound to Mark Center</b>	
Mark Center	PENTAGON	Pentagon	MARK CENTER
6:05 AM	6:15 AM	5:45 AM	6:00 AM
6:20 AM	6:30 AM	6:00 AM	6:15 AM
6:35 AM	6:45 AM	6:15 AM	6:30 AM
6:50 AM	7:00 AM	6:30 AM	6:45 AM
7:05 AM	7:15 AM	6:45 AM	7:00 AM
7:20 AM	7:30 AM	7:00 AM	7:15 AM
7:35 AM	7:45 AM	7:15 AM	7:30 AM
7:50 AM	8:00 AM	7:30 AM	7:45 AM
8:05 AM	8:15 AM	7:45 AM	8:00 AM
8:20 AM	8:30 AM	8:00 AM	8:15 AM
8:35 AM	8:45 AM	8:15 AM	8:30 AM
8:50 AM	9:00 AM	8:30 AM	8:45 AM
9:05 AM	9:15 AM	8:45 AM	9:00 AM
9:20 AM	9:30 AM	9:00 AM	9:15 AM
9:35 AM	9:45 AM	9:15 AM	9:30 AM
9:50 AM	10:00 AM	9:30 AM	9:45 AM
10:05 AM	10:15 AM	9:45 AM	10:00 AM
10:20 AM	10:30 AM	10:00 AM	10:15 AM
10:35 AM	10:45 AM	10:15 AM	10:30 AM
10:50 AM	11:00 AM	10:30 AM	10:45 AM
11:05 AM	11:15 AM	10:45 AM	11:00 AM
11:20 AM	11:30 AM	11:00 AM	11:15 AM
11:35 AM	11:45 AM	11:15 AM	11:30 AM
11:50 AM	12:00 PM	11:30 AM	11:45 AM
12:05 PM	12:15 PM	11:45 AM	12:00 PM
12:20 PM	12:30 PM	12:00 PM	12:15 PM
12:35 PM	12:45 PM	12:15 PM	12:30 PM
12:50 PM	1:00 PM	12:30 PM	12:45 PM
1:05 PM	1:15 PM	12:45 PM	1:00 PM
1:20 PM	1:30 PM	1:00 PM	1:15 PM
1:35 PM	1:45 PM	1:15 PM	1:30 PM
1:50 PM	2:00 PM	1:30 PM	1:45 PM
2:05 PM	2:15 PM	1:45 PM	2:00 PM
2:20 PM	2:30 PM	2:00 PM	2:15 PM
2:35 PM	2:45 PM	2:15 PM	2:30 PM
2:50 PM	3:00 PM	2:30 PM	2:45 PM
3:05 PM	3:15 PM	2:45 PM	3:00 PM
3:20 PM	3:30 PM	3:00 PM	3:15 PM
3:35 PM	3:45 PM	3:15 PM	3:30 PM
3:50 PM	4:00 PM	3:30 PM	3:45 PM
4:05 PM	4:15 PM	3:45 PM	4:00 PM
4:20 PM	4:30 PM	4:00 PM	4:15 PM
4:35 PM	4:45 PM	4:15 PM	4:30 PM
4:50 PM	5:00 PM	4:30 PM	4:45 PM
5:05 PM	5:15 PM	4:45 PM	5:00 PM
5:20 PM	5:30 PM	5:00 PM	5:15 PM
5:35 PM	5:45 PM	5:15 PM	5:30 PM
5:50 PM	6:00 PM	5:30 PM	5:45 PM
6:05 PM	6:15 PM	5:45 PM	6:00 PM
6:20 PM	6:30 PM	6:00 PM	6:15 PM
6:35 PM	6:45 PM	6:15 PM	6:30 PM

Attachment 2 to WHS-20-06 Updates to the COVID-19 Phases 2 -3 Commuter Parking Plan

(SEE OVER)

# Franconia/Springfield – Mark Center Shuttle Schedule

## Franconia/Springfield Shuttle Schedule

Updated June 22, 2020

*(Not For Public Use)*

### AM Schedule

Depart Franconia/Springfield Metro Station	Depart Springfield Town Center	Arrive Mark Center Station
5:30 AM	5:35 AM	5:52 AM
5:50 AM	5:55 AM	6:12 AM
6:05 AM	6:12 AM	6:29 AM
6:20 AM	6:27 AM	6:44 AM
6:35 AM	6:42 AM	7:02 AM
6:50 AM	6:57 AM	7:17 AM
7:15 AM	7:22 AM	7:42 AM
7:35 AM	7:42 AM	8:02 AM
8:00 AM	8:07 AM	8:24 AM
8:20 AM	8:27 AM	8:44 AM
8:45 AM	8:50 AM	9:07 AM
9:10 AM	9:15 AM	9:32 AM

### PM Schedule

Depart Mark Center Station	Depart Franconia/Springfield Metro Station	Arrive Springfield Town Center
3:20 PM	3:37 PM	3:44 PM
3:35 PM	3:52 PM	3:59 PM
4:00 PM	4:17 PM	4:24 PM
4:20 PM	4:37 PM	4:44 PM
4:45 PM	5:02 PM	5:09 PM
5:00 PM	5:17 PM	5:24 PM
5:20 PM	5:37 PM	5:44 PM
5:35 PM	5:52 PM	5:59 PM
5:55 PM	6:12 PM	6:19 PM
6:10 PM	6:27 PM	6:34 PM
6:30 PM	6:47 PM	6:54 PM
6:50 PM	7:07 PM	7:14 PM

**Bus Operator: DC Tours**

**Dispatcher #: (571)-372-7124**

**For more information, please visit:**

<https://my.whs.mil/services/mark-center-shuttle-service>

Please note that buses may depart before or after the posted departure times depending upon traffic or other conditions. Riders should arrive at the stop at least 10 minutes before the posted departure time.

