



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY WASHINGTON
1411 PARSONS AVENUE SE, SUITE 303
WASHINGTON NAVY YARD 20374-5003

NSAWINST 5560.1B
N3
NOV 23 2015

NAVAL SUPPORT ACTIVITY WASHINGTON INSTRUCTION 5560.1B

From: Commanding Officer, Naval Support Activity Washington

Subj: NAVAL SUPPORT ACTIVITY WASHINGTON TRAFFIC CODE

Ref: (a) 32 CFR 634
(b) DoDI 6055.04
(c) CNICINST 5530.14A
(d) OPNAVINST 11200.5D
(e) OPNAVINST 5100.12J
(f) DoDD 5255.4

Encl: (1) Naval Support Activity Washington Traffic Code
(2) Terms and Definitions
(3) Parking Placard
(4) TAD Parking Template

1. Mission. The mission of Naval Support Activity Washington (NSAW) is to provide base operating support to tenant commands. NSAW ensures the security of all activities, organizations, and personnel located at the NSAW complex against natural disasters and other threats, and provides guidance for basic security operations.

2. Purpose. This plan provides for traffic safety and enforcement guidelines and procedures at NSAW. It is a comprehensive rewrite of all previous NSAW traffic policy and regulation and should be reviewed in its entirety.

3. Cancellation. NSAWINST 5560.1A, NSAWINST 5560.2A, and NSAWINST 5560.18.

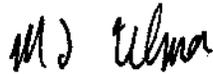
4. Responsibilities. The Security Officer as the designated representative of the Commanding Officer is responsible for planning, implementing, enforcing, and supervising the traffic policy at this command.

NOV 23 2015

5. Applicability. This instruction is applicable to all personnel employed/located at NSAW as well as any visitors onboard NSAW, with the following exceptions:

a. Chapter 5 (Parking) of Enclosure (1) applies fully to the Washington Navy Yard (WNY) and Naval Support Facility (NSF) Arlington only. Other than those spaces marked by signage, there is no reserved parking at the United States Naval Observatory (USNO). All other aspects of Chapter 5 apply to the USNO.

b. When specifically noted elsewhere in Enclosure (1).



M. L. ULMER

Naval Support Activity Washington Traffic Code

Chapter 1 GENERAL PROVISIONS

1. Definitions and Interpretation.

a. Enclosure (2) contains definitions of traffic safety terms used in this instruction.

b. The NSAW Traffic Code shall be interpreted in a manner that best protects public safety and provides for the efficient administration and/or enforcement of these regulations.

c. The terms "shall" and "must" when used in this instruction indicate mandatory compliance. "Should," "may," and "can" are used to denote actions that are recommended but not mandatory.

2. Jurisdiction.

a. Under references (a) through (f), the NSAW Commanding Officer has full authority to implement a traffic code governing vehicular and pedestrian traffic on NSAW installations. This code may be enforced through administrative or judicial action consistent with the Uniform Code of Military Justice (UCMJ) and Federal law.

b. In addition to the rules and regulations outlined in this instruction, Commanding Officer, NSAW expressly adopts the vehicular and pedestrian traffic laws, including parking rules and regulations, of the locality in which each NSAW installation is located, and makes them applicable to that NSAW installation pursuant to references (a) and (f). For example, this incorporates such laws of the District of Columbia to the WNY, Naval Research Laboratory (NRL), and USNO, such laws of Maryland to NSF Carderock, and such laws of Virginia to NSF Arlington.

Chapter 2
NSAW DRIVING PRIVILEGES

1. Requirements for Driving Privileges.

a. All operators granted driving privileges onboard NSAW are expected to know and comply with the vehicular and pedestrian laws of their localities and this regulation.

b. Motor vehicle operators are responsible for maintaining a valid state driver's license, registration, and insurance. It is the responsibility of each motor vehicle operator to report any changes to the NSAW Visitor Control Center, Building 126. Vehicle operators shall produce the above documentation upon request by NSAW Security personnel.

c. All civilian and active duty personnel authorized to operate government motor vehicles shall have in their possession a valid state driver's license for that class of vehicle.

d. All operators must have a valid parking placard or temporary pass in order to enter WNY or NSF Arlington in a POV between 0500 and 1000, Monday through Friday, excluding federal holidays. Rules governing parking placards and temporary passes are disused in Chapters 3 and 5 of this instruction.

2. Stopping and Inspecting Personnel or Vehicles. In accordance with reference (c), any person or vehicle entering any NSAW installation may be stopped at installation gates or entry points to be inspected for contraband. Stops and inspections of people and vehicles within any NSAW installation may only be performed when there is a reasonable suspicion of criminal activity, a violation of a traffic regulation, or a violation of any the installation commander's policies.

a. Motor Vehicle Inspections. Motor vehicles entering/transiting NSAW properties or any of its internal security areas may be randomly inspected. All vehicles selected for random inspection will be thoroughly inspected, including but not limited to inspection of trunks, glove compartments, and containers within the vehicle.

(1) If any vehicle operator is unable to open any secured or locked glove compartment, trunk, or container located

within the vehicle, he shall be given a reasonable amount of time (normally considered to be 8 hours) to locate a method of opening the secured or locked compartment or container. (During the time in which the driver is searching for a means to unlock the compartment, the vehicle shall be secured in a manner as outlined in subparagraph 2a(2).)

(2) In the event that more than a brief detention of the vehicle is necessary, the vehicle will be removed by or under the control of a responsible individual involved in conducting the inspection to a secure, closely observable detention area where only proper security force personnel have access to the vehicle. A receipt for the detained vehicle will be provided to the operator and must be presented prior to the vehicle's release.

(3) An incoming vehicle driven by civilian personnel will not be inspected over the objection of the operator. Those who refuse to submit to an inspection will not be allowed to enter the base. Persons who refuse to submit to an inspection of vehicles while onboard or upon departure may be detained long enough to obtain a search authorization to search the vehicle, issuance of a letter barring future entrance to the base or such other action as may be appropriate.

(4) At the time of the inspection, the operator will turn off the engine and set the emergency brake. The operator and all passengers will exit the vehicle after opening all of the doors, the glove compartment, the hood, any permanent containers within the vehicle, and the trunk.

(5) All packages, boxes and containers not covered by a Property Pass (NAVSUP 155) shall be opened by the operator of the vehicle for inspection. The normal contents of a glove compartment (gloves, maps, flashlights, etc.) or trunk (spare tire, automobile tools, normal hunting and camping equipment, personal clothes, or items not obviously government property) do not require a Property Pass. The exception to this is a weapon, which must be registered prior to its introduction to the base.

(6) Any item marked "U.S. Government" or with U.S. Government markings will be retained for investigation or until authorization is provided. A receipt will be provided to the

operator or the owner for any item retained under this provision.

(7) NSAW Security Force personnel will not open or close any door or compartment or handle objects in the vehicle being inspected unless the item is to be confiscated.

b. Commercial Vehicle Inspection Station. All commercial, contractor and vending vehicles (cargo carrying) are required to enter and exit via the WNY "O" street gate, Naval Research Laboratory main gate, Carderock Gate 3, United States Naval Observatory South Gate, and NSF Arlington Main Gate Monday - Friday, 0700 - 1500.

c. Contraband and Prohibited Items. Possession and removal of government owned property from NSAW without authorization evidenced by a completed property pass is prohibited. In addition, the following items are prohibited and shall not be brought onboard NSAW personally or in a POV for personal use:

(1) Explosives (dynamite, black powder, fireworks, etc.) except as part of regular ordnance supplies; small arms and ammunition, except as authorized; weapons, except those approved by competent authority; and hazardous materials.

(2) Intoxicating beverages, except those authorized for use in quarters, clubs, messes or in authorized recreational areas; narcotics and other controlled substances as defined by the Federal Government, regardless of their legality in any state (i.e. marijuana), except those under the control of or issued by medical facilities or prescribed by a physician; paraphernalia or drug related objects; and any instrument, device, or object which is designed or marketed as useful primarily for one or more of the following purposes:

(a) To inject, ingest, inhale, or otherwise introduce marijuana or a controlled substance into the human body or to enhance the effect of marijuana or a controlled substance on the human body.

(b) To test the strength, effectiveness, or purity of marijuana or a controlled substance or to process or prepare marijuana or a controlled substance for introduction into the human body.

(c) To conceal any quantity of marijuana or a controlled substance or to contain or hold marijuana or a controlled substance while it is being introduced into the human body.

(3) Any of the above items found in the possession of an individual entering or exiting NSAW or being transported on board NSAW will be confiscated.

3. Implied Consent to Testing for Alcohol and Drug Content.

The operation of a motor vehicle onboard NSAW implies consent of the operator to a test of blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense allegedly committed to determine the influence of intoxicants.

4. Implied Consent to Impoundment. Per reference (a), any person granted the privilege to operate or register a motor vehicle on any NSAW installation shall be deemed to have given his or her consent for the removal and temporary impoundment of the POV when it is parked illegally or for unreasonable periods as outlined in this instruction, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Such persons further agree to reimburse the United States for the cost of towing and storage should their motor vehicle be removed or impounded.

5. Suspension, Revocation, and Reinstatement of Driving Privileges. The privilege of driving privately owned motor vehicles onboard NSAW is subject to administrative suspension or revocation for cause or any other lawful reason by the NSAW Commanding Officer. Suspension action is based on serious moving traffic violations, point assessment for moving violations, cumulative non-moving violations, or any combination thereof. The termination of parking registration is inherent in any revocation or suspension action, and the individual must re-register for parking after the expiration of the specified suspension period. Upon the completion of the suspension or revocation period, reinstatement of driving privileges shall be automatic provided that the operator complies with all requirements in this instruction.

6. Remedial Driver Training Programs

a. Per reference (e), any military member or DoD civilian convicted of a moving violation while operating a motor vehicle on any NSAW installation or who has been determined to be at fault in a traffic mishap while on any NSAW installation shall attend an approved OPNAV N09F/COMNAVSAFECEN 8 hour course of driver improvement training at no cost to the individual.

Chapter 3
MOTOR VEHICLE REGISTRATION AND PARKING PLACARDS

1. Registration. All POV's brought onboard any NSAW installation by NSAW personnel shall be registered for compliance with local emissions standards as required by reference (c). All POV's must also have a valid parking placard in order to enter WNY or NSF Arlington between 0600 and 1000, Monday through Friday, excluding federal holidays.

a. Applications for registration will be submitted in person at the NSAW O St Pass and ID Office, Building 126.

b. All personnel registering POV's must explicitly agree to the base impoundment policy to which they have already implicitly agreed by bringing a POV on base. POV registration forms will contain the following statement: "I am aware that OPNAV 11200.5D and the NSAW Traffic Code provide for the removal and temporary impoundment of privately owned motor vehicles that are either parked illegally, or for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or control area, or abandoned. I agree to reimburse the United States for the cost of towing and storage should my motor vehicle, because of such circumstances, be removed and impounded."

c. Any changes in the status of a motor vehicle registered onboard NSAW shall be reported to the Visitor Control Center, Building 126, within 72 hours. These changes include, but are not limited to, insurance, color of the vehicle, state license number, or ownership of the vehicle.

d. Contractors must renew their parking placard annually. GS employees must renew their parking placard once every three years. Military members with orders to WNY or NSF Arlington shall receive a parking placard for the duration of their orders.

e. The following documents are required to register a private motor vehicle or motorcycle prior to receiving a parking placard and operating onboard WNY or NSF Arlington:

(1) Employee requirements.

(a) Completed NSAW Parking Placard Application, enclosure (3).

(b) Valid government issued Common Access Card (CAC).

(c) Valid Driver's License.

(d) Valid Vehicle Registration. If the vehicle is registered outside of the geographic area, the employee must also present a valid certificate of compliance from a local vehicle emission testing program within the geographic area.

(e) Proof of insurance.

(f) For civilians and contractors authorized to utilize red reserved spaces, a letter from the command authorizing such a parking placard is required.

(g) Proof of NSAW employment.

1. Civilian: Standard Form (SF) 50.

2. Military Member: Official Military Orders.

3. Contractor: Proof that the contractor works onboard NSAW as a construction, maintenance, food service, custodial, or public works department contractor. No other contractors are permitted to receive parking placards.

(h) Commander, Naval Safety Center Motorcycle Training proof of completion (Motorcycles ONLY).

(2) Visitor requirements.

(a) All non-CAC/PIV holders attempting to drive aboard the installation without an escorting cardholder must fill out a Vetting Form (SECNAV 5512/1) and meet the requirements to access the installation. (APR 2014, DON Pass Registration)

(b) All visitors driving a POV must present a valid driver's license, vehicle registration, and proof of insurance

in order to obtain a temporary parking placard.

(3) Distinguished Visitor status. Per reference (c), Distinguished Visitors will be granted POV base access based on the possession of an appropriate government issued identification card. Distinguished Visitors do not need a placard or pass to enter NSAW at any time, but will need a placard or pass for a POV to avoid being ticketed or towed if parking in a non-reserved space.

(a) Distinguished Visitors consist of General Officers and Flag Officers (active and retired) of all Services, Service Secretaries, political appointees, members of Congress, and the Diplomatic Corps.

2. Types of Parking Placards/Passes. There are two types of parking placards issued to individuals utilizing parking spaces on NSAW installations.

a. Permanent. A laminated placard identified as; white, green, red, or yellow may be issued to employees of NSAW installations, as outlined further in this instruction.

b. Temporary. A non-laminated paper pass issued to those who do not qualify for a permanent pass and who have official or unofficial business that requires access and parking. New hires will receive a temporary parking pass not to exceed 28 days. Military and DoD civilian personnel on Temporary Duty to the Washington Navy Yard will receive a temporary parking pass for the length of their orders.

3. Parking Placard Requirements. Placards shall not be duplicated and shall be displayed in full view on the dashboard of all vehicles parked on the installation or site. Failure to use or fraudulent use of Parking Placards will be reported to an offender's Command and parking privileges may be suspended or revoked at the discretion of the NSAW Commanding Officer.

4. Cancelling Parking Permits. Personnel must report any change in vehicle, agency transfer, loss or theft of parking placard to the VCC immediately at 202-433-3738. A parking permit may not be re-issued until the case is closed. If your parking placard or pass is stolen report it immediately by calling the NDW Dispatch Center at 202-433-3333.

5. Placard Exceptions.

a. Employees who drive POVs onto WNY and NSF Arlington are **required** to display a parking placard upon entry between 0600 and 1000, Monday through Friday, excluding federal holidays. Employees who are receiving travel subsidies are not authorized to receive permanent parking placards. Employees who are receiving Metro Transit subsidies are permitted up to five **temporary parking passes** per month from the VCC.

(1) Employees receiving Metro Transit subsidies who wish to utilize temporary parking passes must register their vehicles as required in section 1.e.(1) of this chapter. After registering, such employees may go to the VCC and request up to five temporary parking passes for use during that month. The temporary parking passes will display the employee's name, the month, and the year. Employees will be responsible for filling in the day when they choose to utilize those passes. Employees are responsible for safeguarding temporary parking passes and shall report any loss or theft to the VCC immediately.

b. Employees applying for permanent parking placards who previously received Metro Transit Subsidy benefits must provide proof of withdrawal from the program, which may be obtained from the Mass Transit Benefit Program Web site <http://www.whs.mil/mass-transportation-benefit-program>.

c. Visitor. An individual not assigned to NSAW tenant commands or activities but who requires access may be issued a temporary pass as outlined in this chapter.

d. Volunteers/Interns. A trusted agent or approval authority from the tenant command or activity will have each volunteer apply for a parking pass in accordance with this instruction and forward the application to the VCC. A temporary pass will be issued and must be renewed every 180 days. Summer student interns will be issued passes for the expected duration of their internship. Passes will expire on the date that the internship is completed.

e. Event Visitors. If a visitor is attending an event on base that has designated parking, and if that visitor's name is on an event access list that has been properly vetted, such a

visitor does not need to have a parking placard or pass in order to enter the base in a POV.

f. Resident Visitors. Visitors on an NSAW-approved list submitted by a base resident do not need to have a parking placard or pass in order to enter the base in a POV.

g. Motorcycles. Motorcycles do not require a parking placard to enter the base.

Chapter 4
NSAW TRAFFIC SUPERVISION

1. General Regulations.

a. On entering any street from any alleyway, driveway, or access roadway, all vehicles (including motorcycles and bicycles) shall come to a complete stop short of the street and proceed only after the operator has determined that the way is entirely clear and it is safe to proceed.

b. "U" turns are permitted unless otherwise posted.

c. The speed limit onboard NSAW is 20 miles an hour unless otherwise indicated. Regardless of the established speed limits, all vehicles must reduce their speed as weather, pedestrians and other conditions dictate.

d. Wearing of portable headphones; earphones, or other listening devices while operating a motor vehicle or while jogging, bicycling, or skating/skate boarding on roads and streets is prohibited. This does not include hearing aids or devices designed and required for hearing protection.

e. Driver use of a hand-held cellular phone in a moving vehicle is prohibited. The prohibition against using hand-held cellular phones does not include hands-free cellular phone devices. Hand-free devices include console/dash-mounted or otherwise secured cellular phones with integrated features such as voice-activation, speed dial, speakerphone, or other similar technology for sending and receiving calls.

f. Driver use of any portable, personal listening device worn inside the aural canal, around, or covering the driver's ear while operating a motor vehicle, except for fire and emergency response or law enforcement/security purposes, is prohibited. Listening devices include wired or wireless earphones and headphones (including Bluetooth or similar technology), and do not include hearing aids or devices designed and required for hearing protection.

g. While on NSAW, the operator/passenger(s) of motor vehicle are prohibited from having open containers of alcoholic

beverages in their possession while in the passenger compartment.

h. Profane or Lewd Statements. No motor vehicle with any sticker, decal, emblem, or describing sexual acts, excretory functions or parts of the human body will be allowed aboard NSAW.

i. Seat belts are required for all POVs being driven aboard NSAW. All personnel shall wear seat belts in the properly designed manner while operating or riding in a POV or government motor vehicle onboard NSAW. All children under the age of 4 years old and/or weighing less than 40 pounds shall use an infant or child restraint device approved by the U.S. Department of Transportation while riding in a vehicle onboard NSAW.

j. Trespassing, unauthorized photography, and other activities prejudicial to the security of NSAW are prohibited. Violation of security orders and regulations may constitute a misdemeanor or felony and may result in prosecution or loss of authorization to enter NSAW.

k. Repairs other than those of an emergency nature shall not be made to POVs onboard NSAW. For safety reasons, repairs of motor vehicles in all parking areas are strictly forbidden.

l. No more than three persons, including the operator, are permitted in the front seat of a motor vehicle. The number of front seat passengers may be further limited by seat style or seat belt design. Individuals shall not ride in a seated position where seat belts have not been installed, have been removed, or have been rendered inoperative.

m. Allowing passengers to ride on the steps, running board, bumpers, fenders, or on the outside of the moving vehicle is prohibited. Standing in a moving vehicle is prohibited. Personnel shall not be transported in non-passenger identified spaces.

n. Under no circumstances shall any person ride in a vehicle with arms or legs extended outside of the vehicle.

o. Cargo-carriers shall not be used to transport

passengers. Passengers shall not ride in the cargo areas of motor vehicles except when the vehicle has been modified for such purposes meeting Department of Transportation safety standards.

p. Except in an emergency, no vehicle may stop to discharge or pick up passengers except close to and parallel to the right edge of the curb or roadway at designated loading zones.

q. Operation or use of a radar detection device within the confines of NSAW is strictly prohibited. Operation and use is defined as any time the power switch is in the "on" position (operational mode).

r. Skateboards, roller-skates, roller-blades, and other similar equipment, both powered and unpowered, may only be used while wearing proper personal protective equipment, to minimally include head protection as per reference (e).

s. Taxis are not authorized to enter any NSAW installation.

2. Motorcycle Regulations. In addition to regulations applying to all vehicles onboard NSAW, the following apply to the operation of motorcycles:

a. All DOD Regulations concerning the operation of motorcycles shall apply to all motorcycles operated onboard NSAW.

b. Each operator must have a valid state motorcycle operator's license.

c. Each operator must successfully complete the Motorcycle Defensive Driving Course (MDDC) given by the NSAW Safety Officer and have in his possession the Student Completion Card issued by the Motorcycle Safety Foundation.

d. Motorcycle operators shall ensure headlights are turned on at all times while the motorcycle is being operated on base except where prohibited by military mission.

e. Motorcycles shall be equipped with a rear view mirror mounted on each side of the handlebars or the left and right side of the fairing.

f. The following personal protective equipment is mandatory for all persons while operating or riding as a passenger on a motorcycle:

(1) A properly fastened (under the chin) protective helmet certified to meet U.S. Department of Transportation (DOT) FMVSS 218 standards. Fake or novelty helmets are prohibited.

(2) Properly worn eye protective devices (impact or shatter resistant goggles or full-face shield properly attached to the helmet). A windshield, fairing, or eyeglasses alone are not proper eye protection.

(3) Properly worn long-sleeved shirt or jacket, long-legged trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

(4) Sturdy footwear is mandatory. Leather boots or over the ankle shoes are strongly encouraged.

(5) A brightly colored outer upper garment during the day and a reflective upper garment during the night. The outer upper garment shall be clearly visible and not covered. Military uniforms do not meet these criteria.

3. Bicycle Regulations. The bicycle operator has the right to use NSAW roads, provided the operator complies with this code and the laws of the surrounding locality.

a. Obey all traffic signs and signals and ride on the extreme right side of the road (with the flow of traffic).

b. Do not operate the bicycle in a reckless manner or to obstruct normal traffic flow.

(1) Do not ride two or more bikes abreast, with more individuals on the bike than it was designed to have at one time, or with "hands off."

(2) Do not tow a bicycle behind a motor vehicle.

c. Operating a bicycle on the sidewalk is prohibited. Whenever a useable path for bicycles has been provided adjacent to a street or roadway, use the bike path.

d. Use of standard hand turn signals or mechanical turn signals is required.

e. Ensure that the bicycle is in good mechanical condition, including front and rear lights, for night operation, and brake.

(1) Front light must be capable of emitting a visible white light for a distance of 30 feet (for bikes used at night).

(2) A red reflector or light must be attached to the rear of the bicycle which is visible from a distance of 300 feet (for bikes used at night).

(3) Bicycle must be equipped with operational brakes.

(4) Pedal reflectors must be situated to be visible from the front and rear of the bicycle during darkness, from a distance of 100 feet.

(5) Bicycle must have a permanently attached seat.

f. Wear brightly colored, fluorescent or reflective clothing between sunset and sunrise and a bicycle helmet approved by the Consumer Product Safety Commission or Snell Memorial Foundation at all times. All active duty military personnel shall wear an approved bicycle helmet on and off a Navy installation.

g. The following are recommended options for bicycles:

(1) A basket or rack to place items in, thus freeing both hands to steer the bicycle.

(2) A heavy chain and lock to secure the bicycle when unattended.

4. Bus Regulations.

a. Commercial passenger buses operating onboard NSAW must conform to all of the regulations of the Interstate Commerce Commission, specifically with regard to their equipment, condition, maintenance, accommodations, and operator.

b. The operator of a bus is in full charge of his vehicle and responsible for the order and safety of the vehicle and

passengers All passengers on buses must obey instructions given by bus operators in the performance of their duties.

c. Passengers on buses may enter or leave only when the bus has come to a full stop and only through the regular door or openings.

d. All passengers **must be seated** when entering or departing the installation.

5. Emergency Vehicles.

a. Emergency vehicles or other vehicles on emergency missions have the right-of-way over all other traffic. All drivers, except explosive haulers, observing the approach of an emergency vehicle performing official duties designated by the flashing of lights and/or sirens from any direction, shall pull over to the nearest shoulder of the road, off the road if possible, and come to a complete stop until the emergency vehicle(s) has passed and gained a distance of a least 100 yards. Explosive haulers will proceed with caution to their destination.

(1) Emergency vehicles will not be passed nor followed closer than 100 yards when performing official duties. Vehicle operators, unless on related official business, will not intentionally follow closer than 100 yards to any fire apparatus responding to a fire alarm, drive into, or park within the block where fire apparatus has stopped in answer to a fire alarm.

(2) Vehicles shall not be driven over any unprotected fire hose being used at any fire or fire alarm without the specific consent of either firefighting or traffic control.

6. Motor Vehicle Accident Responsibilities.

a. The operator of a motor vehicle involved in an accident onboard NSAW will immediately stop, notify the NSAW Security Department, and provide a written report of the accident.

b. Accidents involving a government vehicle will be investigated per the Judge Advocate General's Manual. The operator of a government vehicle involved in a motor vehicle accident, regardless of damage, is responsible for completing Motor Vehicle Accident Report (SF-91).

7. Safety Inspection of POVs. All vehicles onboard NSAW must be in good mechanical condition. Vehicles must be free of leaks, have good brakes, proper lighting, constitute no unusual fire hazard, and have a proper exhaust system. Security Force personnel may, at any time, upon reasonable belief that a POV is unsafe or not equipped as required by law, require the driver of the vehicle to stop and submit the vehicle to a safety inspection.

a. Vehicles attempting to enter NSAW having obvious safety deficiencies (bald tires or a significantly cracked windshield) will be denied entry.

8. Report of Violations. Any person may report any suspected violation of this Code to the NSAW Security Department, with the exception that only the person or command who is assigned a reserved space may report illegal parking in that space.

a. Security Department Emergency Number: (202) 433-3333.

b. Security Department Non-Emergency Number: (202) 433-4201.

9. Traffic Stops or Detention. Only the NSAW Security Force is authorized to stop or detain persons suspected to have violated this Code. Additionally, only the NSAW Security Force is authorized to conduct safety and sobriety checkpoints at NSAW.

10. Traffic Violation Reports. Any member of the NSAW Security Force authorized by the Security Officer to issue traffic citations may either issue a DD Form 1408 Armed Forces Traffic Ticket or a United States District Court Notice DD Form 1805, depending on the infraction, upon a reasonable belief that a violation of this Code has occurred.

11. Processing Traffic Violations.

a. NSAW Traffic Court for DD Form 1408 and DD Form 1805 Tickets

(1) The Traffic Hearing Officer will, based on available information and in accordance with the mandatory and discretionary administrative actions permitted in reference (d), assess points, assign driver improvement courses, recommend suspension/revocation of driving privileges, and recommend any

other permissible administrative actions following the issuance of a DD Form 1408 or following the action by the U.S. District Court based on the issuance of DD Form 1805 for a moving violation.

(2) If the cited individual wishes to contest the citation, he or she may request to appear at an informal hearing at NSAW Traffic Court within five working days of receiving the citation. NSAW traffic hearings are conducted at 0930 on the third Thursday of the month in building 166. Court dates and times can be adjusted to the Traffic Court Hearing Officer's schedule or holiday schedule. Military personnel will report to traffic court hearing in the prescribed uniform of the day.

(3) Appeals of the NSAW Traffic Court Officer's determination must be submitted in writing to the NSAW Commanding Officer via the appellant's chain of command within five working days after the hearing's decision is rendered and notification of points assessed is received.

(4) The Traffic Court Hearing Officer who is appointed by the Commanding Officer will annotate in the report of action section of the Armed Forces Traffic Ticket (DD 1408) or the back of the white copy of the U.S. District Court Violation Notice (1805), the points assessed for the stated violation. At the conclusion of the hearing proceedings, the white copy of the U.S. District Court Violation Notice (1805) will be maintained in a permanent file by NSAW Security Court Liaison Office.

(5) Deviations or changes to the above proceedings will be coordinated with the NSAW Security Officer.

b. U.S. District Court for DD Form 1805 Tickets

(1) The Central Violations Bureau (CVB), San Antonio, Texas, prepares a U.S. District Court Appearance Notice (AO 456) for each violator at least ten days prior to his or her scheduled U.S. District Court appearance. The appearance notice will include the scheduled appearance date and deadline date for continuance requests from NSAW Security Court Liaison Office. A Petty Offense Docket Sheet (AO 254A) is also prepared and sent to the Court Liaison Office for distribution and review by the Assistant District Attorney prior to the scheduled U.S. District Court.

(2) Military personnel will report to U.S. District Court in the prescribed uniform of the day.

(3) Failure to appear at the scheduled U.S. District Court indicated on the violation notice without being granted a continuance will result in the issuance of a bench warrant by the Federal Magistrate (Judge), unless the violator does not wish to contest the ticket and it is clearly indicated on the Court Appearance Notice that appearance is optional. A continuance may be granted by rescheduling the appearance with the Region Legal Service Office, Naval District Washington. A request for a continuance must be made in person.

(4) If found guilty, the Federal Magistrate (Judge) will determine the fine or punishment in accordance with the applicable laws. At the conclusion of the court proceedings, the violation notice (white and yellow copies) along with any monies collected and collateral/fine receipts (one yellow copy) will be turned over to the federal Magistrate (Judge) for disposition. Copies of the court docket, violation notice, and appearance notices will be maintained for up to ten years by NSAW Security Court Liaison Office.

(5) Appeals of U.S. District Court findings must be submitted in writing to the proper authority as directed by the Court Clerk. Appeals must be made within 14 days after the Federal Magistrate's (Judge's) decision is rendered and notification of results is received.

(6) Deviations or changes to the above proceedings will be coordinated with the NSAW Security Officer via the Assistant U.S. District Attorney, and the Federal Magistrate (Judge).

12. Adjudication of Driving While Impaired/Driving While Intoxicated Citations. No action taken under this instruction precludes the possibility of action under the Uniform Code of Military Justice on all military violators for driving while impaired or driving while intoxicated. Persons may be charged under the UCMJ and, if found to have committed the offense, will, in addition to the punishment awarded, have the appropriate points and license suspension/revocation assessed pursuant to this instruction and may also be subject to removal and debarment proceedings.

13. Driving Records. The Security Officer shall maintain records of all points assessed against drivers at NSAW.

14. Traffic Point System. The Traffic Point System provides the military services with an impartial and uniform administrative device for evaluating the driving performance of individuals under their jurisdiction. The use of this system is not to be construed as a disciplinary measure or substitute for punitive action. It is not intended to interfere in any way with the reasonable exercise of a Commanding Officer's prerogative to issue, suspend, revoke, or deny base driving privileges for cause without regard to point assessments made under this section.

a. Members of the NSAW Security Force will issue citations upon the violation of any provision of this regulation on federal property within their area of control. A copy of each citation issued shall be given to the operator or violator.

b. The Traffic Point System applies to military and civilian personnel operating government vehicles on or off NSAW; to military personnel and DOD employees operating POVs on or off NSAW; and to family members, non DOD civilian employees, and all other individuals operating POVs on NSAW properties.

c. When notified of a conviction or points for a moving traffic violation adjudicated by a state or federal court against any individual subject to this instruction, NSAW Security Court Liaison Office will assess the appropriate number of points to the individual's driving record and initiate suspension or revocation action where warranted.

d. Points assessed against an individual will remain in effect for point accumulation purposes for a 24 month period or until separation from the service or final termination of employment, whichever is sooner. Where an individual reenlists immediately, the term separation does not apply; in addition, change of officer component and retirement followed by employment as a civilian and retirement with continuation of vehicle registration are not applicable.

e. The Security Officer shall revoke all base driving privileges for one year when a driver accumulates a total of 12 points within 12 consecutive months. The Security Officer shall revoke all base driving privileges for two years when a driver

accumulates a total of 18 points within 24 consecutive months.

f. The termination of the revocation period will warrant the mandatory removal from the driver's record of all points assessed prior to the driving privilege withdrawal action. Removal of points does not, however, constitute authority to remove driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Driving record entries will remain posted on the individual's driving record for the following specified periods:

(1) Chargeable non-fatal traffic accidents and moving violations: 3 years.

(2) Non-mandatory suspension or revocations: 5 years.

(3) Mandatory revocations: 7 years.

15. Points of Contact.

Security Officer	Bldg 166	(202) 433-2123
Chief of Police	Bldg 166	(202) 433-4274
Police Department	Bldg 166	(202) 433-3018
Visitor Center/ Pass and ID office	Bldg 126	(202) 433-3738
NSAW Special Events Parking Coordinator	Bldg 126	(202) 433-3017

Chapter 5
PARKING

1. Policy. Parking aboard NSAW is a privilege and not a right or entitlement of any individual. Failure to comply with parking regulations may result in a loss of parking privileges, administrative and/or criminal action. Any requests for a waiver to parking regulations must be submitted in writing to the NSAW Commanding Officer and routed thru the Visitor Control Center. Parking areas on NSAW installations are depicted on maps and can be located on the NSAW website
http://www.cnmc.navy.mil/regions/ndw/installations/nsa_washington.html.

2. Parking Rules.

a. Temporary Duty Parking. Employees away on temporary duty are authorized to park in any available "white" space, until the expiration of their parking pass, in the parking lot located south of building 166. Supervisors of employees traveling are authorized to provide a temporary pass (Enclosure (4)) that will be displayed in the windshield of the vehicle parked in this lot with the dates of Temporary Duty, the Name of the Individual and the Command, and a phone number of someone in the Command with the ability to move the vehicle in the event of an emergency.

b. Construction and Maintenance Vehicle Parking:
Construction and maintenance vehicles that are authorized access and parking shall park in designated areas and pre-coordinated construction lay down areas. Under no condition will vehicles be authorized to park in traffic lanes, crosswalks, near fire hydrants, or in loading zones.

(1) Construction and maintenance contractors working on the installation with privately owned vehicles (POVs) may be granted access to the installation when vetted or credentialed with a Rapid Gate Common Access Card (CAC) or Personal Identity Verification (PIV) for the period work is being conducted, not to exceed 28 days.

(2) Construction staging or lay down areas must be coordinated through NSAW Public Works and NSAW Security and require CAC/PIV-credentialed personnel to escort the working party onto the installation or site.

c. Government Vehicles. Government vehicles (GOV) are authorized to park in yellow-striped parking spaces only, unless the GOV is specifically designated as requiring a command discretionary reserved space by the tenant who owns the vehicle. Yellow spaces with black lettering with "GOV" are strictly for government vehicle parking only.

d. Ceremonial and Special Events. Requests for ceremonial and special events are submitted via a request to NSAW Events, (NSAW_events@navy.mil). Requests are required to be submitted no later than 5 business days prior to the event. Requests are limited to one parking space per three guests attending the event. Requests of more than 25 spaces will require approval from the NSAW Commanding Officer or his designee. Parking for all special events is located in BL 405, Parking Garage, unless specific locations are requested and approved. Commands sponsoring an event must provide at least one person for each entry control point utilized for the event in order to verify the identity of the guests.

e. Kiss and Ride. Personnel with special needs who are permanently seated aboard NSAW may request a Kiss and Ride Pass, which authorizes a driver to drop off and pick up at the building they are seated in. The driver must meet the criteria to access the installation and they are not authorized to escort any non-credentialed passengers onto the installation or site when picking up or dropping off seated personnel. The placard displayed will be the "KISS AND RIDE" placard, which is only valid while dropping off and picking up personnel with special needs and may NOT be used to park in any spaces onboard NSAW.

f. Car/Vanpools. A carpool placard requires a minimum of 3 people to whom a single "yellow" parking placard will be issued. The yellow placard shall be used in the vehicle of the employee driving the carpool, of at least 3 employees, on any given day. All members must be employed full time and must physically work on an NSAW installation or fence line. Carpools with a Yellow Placard will be permitted to park in yellow parking spaces. Yellow parking spaces with block lettering indicating "CAR/VANPOOL UNTIL 0930 M-F" will be reserved for Yellow Placard Holders only until 0930 Monday through Friday.

8. Parking Allocation by Type, Category, and Markings. All spaces are marked by color coded stripes and blocks designating the right and left boundaries of each parking space. Matching

color-coded parking placards must be visibly displayed on the driver's side of the vehicle dashboard with contact information clearly visible from outside of the vehicle. Failure to adequately display a valid parking permit is a violation of this instruction, will be treated as a "no permit" condition, and may result in the issuance of a DD 1805 and possible towing.

9. Designated Parking Spaces.

a. Handicapped Parking. Available 24 hours a day, 7 days a week for personnel meeting criteria in the state in which the vehicle is licensed. Personnel with any color parking placard and a valid state or local handicap parking permit or hang tag are eligible to park in handicapped parking spaces.

(1) Color Coding of Spaces. Identified by the blue and white international symbol for accessibility.

(2) Should handicapped parking not be available or consistent with accessibility requirements, handicapped personnel are authorized to use either a white or green parking space as a contingency recourse.

b. Executive Reserved Parking. Assigned to, and reserved for, a specific individual or vehicle 24 hours a day, seven days a week.

(1) Eligibility

(a) WNY. Flag Officers, Senior Executive Service (SES) personnel and senior command leaders. Senior command leadership is considered to be the person bearing the official title of Commanding Officer or Director of a civilian activity located on an NSAW installation, Officers in Charge (OIC), Executive Officers, and Deputies are also included. Command Master Chiefs, Fleet Master Chiefs, Force Master are also eligible. Red Reserved parking spaces will also be used to denote command discretionary spaces.

(b) Arlington. NSF Arlington parking is managed by the Washington Navy Yard VCC. Employees of Arlington NSF are required to register their vehicles in accordance with this instruction. For employees who work aboard NSF Arlington, military officers in the pay grade of O-6 and above as well as

Civil Service employees in the grade of GS-15 and above are eligible for executive reserved parking.

(2) Permit Length. Issued for the length of assignment at NSAW installations for servicemembers. Placards for Civil Service employees shall be renewed every three years. Car/Vanpools shall be renewed annually.

(3) Color Coding of Space. Red with the word "Reserved" and a number assigned to the space. The number of the designated reserved space and the parking placard must match. Discrepancies should be brought to the attention of the issuing Visitor Control Center as soon as possible for correction.

c. Executive Pool Parking. Available 24 hours a day, seven days a week for personnel meeting executive pool criteria.

(1) Eligibility. Military officers in the pay grade of O-6 and above and Civil Service employees in the grade of GS 15 and above.

(2) Permit Length. Issued for the length of assignment for service members. Placards for Civil Service employees shall be renewed every three years.

(3) Color Coding of Space. Green.

(4) Should executive pool parking not be available, personnel with Exec Pool Placards are eligible to occupy a white parking space.

d. Carpool/Vanpool Parking.

(1) Permit Length. Issued for the length of assignment for service members. Placards must be renewed whenever there is a change to the members of a carpool or van pool. Only one placard will be issued for all the named members of the carpool or vanpool, and no members of the pool may possess any other parking placard.

(2) Color Coding of Space. Yellow.

(3) Yellow spaces will be reserved until 0930, Monday - Friday, at which point they will become available to anyone with a white placard. Should yellow spaces not be available,

personnel with yellow placards are also eligible to occupy a white parking space.

e. General Employee/Individual/General Public. Parking for all other tenant employees and others who meet the criteria for issuance of a white placard by the VCC.

(1) Eligibility. Government employees below the military rank of O-6 or Civil Service grade of GS15, as well as authorized government contractors (construction/maintenance, custodial, food service, and public works contractors ONLY), and government personnel TAD/TDY to a NSAW tenant command or activity.

(2) Permit Length. Issued for the length of assignment for service-members, including TAD/TDY personnel. Permits for Civil Service employees shall be renewed every three years. Authorized government contractors will be issued placards for the length of their contract aboard the NSAW installation and shall be renewed annually.

(3) Color Coding of Space. White.

f. Resident. Assigned to, and reserved for, residents of NSAW government quarters 24 hours a day, seven days a week.

(1) Permit Length. Placards are issued for the length of the occupancy and shall be surrendered upon termination of housing.

(2) Color Coding of Space. Marked with the quarters' letter stenciled on the parking space.

g. Motorcycle. Motorcycles are not required to display a parking placard while parked aboard NSAW installations.

(1) Color Coding of Space. White, with the words "Motorcycle Only". Designated crosshatch areas in Parking Garages 28, 386, 405, and crosshatch areas on NSAW installations. Motorcycles will not park in any other parking spaces that are assigned to vehicles.

10. Enforcement of Parking Regulations. Notwithstanding any other provision of this policy to the contrary, there may be posted, in accordance with the provisions of section (2), proper

signs or markers indicating prohibited or limited parking of motor vehicles upon government-owned parking lots.

a. NSA law enforcement officials shall enforce all of the provision of this instruction, including, but not limited to, parking violations, on all existing and future parking lots located within NSA installations. All official signs or other appropriate markings or devices regulating parking of vehicles shall be prepared and installed, at the expense of the federal government.

b. Any law enforcement officer properly enforcing this instruction shall not be subject to any civil or criminal action for trespassing while enforcing the law in or upon any property in public use but not in public ownership.

11. Parking in Fire Lanes. It shall be unlawful for any person to park any vehicle in any fire lane, marked by signs and yellow curb painting, in or upon any private parking area, such as command designated parking lots, open to the use of the general public.

12. Long Term Parking. Due to the limited amount of parking at the NSA, long-term parking is discouraged. Parking a vehicle in a general employee (white) or executive pool (green) parking space for more than 72 hours (e.g., due to mechanical difficulty, employee TAD/leave, etc.) will be treated as an abandoned vehicle and will be ticketed and/or towed. The only exception to this rule will apply to those with temporary duty passes as described in 2a who are parked in the parking lot located south of building 166.

13. After Hours Parking. Personnel with proper identification may enter WNY through any accessible gate outside normal working hours and do not require a valid WNY parking permit to park outside of such hours. Normal working hours are defined as 0600-1500 Monday - Friday, excluding federal holidays. Personnel who enter WNY outside normal working hours are permitted to park in any general employee (white) or executive pool (green) parking spaces within the confines of the WNY parking garages (Building 28, 386, and 405) or in the W-166 visitor parking lot. This parking privilege is granted to ease parking constraints in the DC Metropolitan area during special events, providing DoD employees more readily available parking for attending activities such as sporting events, as well as

enhanced security for WNY employees required to work evenings at WNY. Parking in reserved (red), handicapped or crosshatch areas, unless specifically entitled or authorized, is in violation of this instruction and will be treated as a parking violation.

14. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per SECNAV Manual 5210.1, Revision 1 of January 2012.

Chapter 6
TOWING AND IMPOUNDMENT

1. Purpose. This chapter provides the standards and procedures for NSAW Security Forces personnel when towing and impounding POVs. This policy is based on the following:

a. The interests of NSAW in crime prevention, traffic safety, and the orderly flow of vehicle traffic movement.

b. The vehicle owner's constitutional rights to due process, freedom from unreasonable search and seizure, and freedom from deprivation of private property.

2. Procedure for Abandoned Vehicles.

a. If a vehicle is found abandoned on an NSAW installation, a DD Form 2504, Abandoned Vehicle Notice and "tow sticker" will be placed on the vehicle.

b. The owner has 24 hours to remove the vehicle.

c. If the owner has not removed the vehicle by the time stated on the tow sticker, the dispatch center will contact a local towing company, and arrange for the abandoned vehicle to be towed. NOTE: During an increased Force Protection Condition (Charlie or Delta), no vehicle will be left abandoned near buildings or installation gates, along any road or near any facility. If security is unable to contact the owner, the vehicle will be towed immediately.

3. Procedures for Towing and Impounding of Vehicles.

a. During the course of daily operations, there are instances where a vehicle should be towed. POVs should not be towed unless the vehicle clearly interferes with ongoing operations or movement of traffic, threatens public safety or convenience, is involved in criminal activity (including DUI), contains evidence of criminal activity, is a stolen vehicle, is parked in a restricted area, or is parked in any space marked as a "tow-away" zone.

b. A U.S. District Court Notice DD Form 1805 may be issued for non-moving violations observed at the time of towing. Tickets shall not be issued when the towing of a vehicle is not

due to any infraction by the owner/operator. For example, if a vehicle mechanically fails or vehicle is damaged in an accident at no fault of the driver, no ticket will be issued.

c. Towed vehicles will be transferred to the tow company impound lot. Once the vehicle is attached to the tow truck, costs are incurred which must be paid by the operator of the vehicle. Additional costs are added if the vehicle is transferred to the impound lot or a flatbed wrecker is required for the tow. The following are the points of contact (dispatch center and the respective police precincts) in the event that the vehicle is towed:

(1) NDW Dispatch Center: (202) 433-4201 (WNY)/(202) 433-7628 (USNO).

d. Reasonable attempts should be made to locate the owner of the POV before towing, unless one of the immediate towing conditions outlined in 2(e) applies. It is the responsibility of the vehicle operator to have their parking placard visible and ensure that all information (name, phone number, and command) is visible if the operator wishes to be contacted before the vehicle is towed. In the event that a parking placard is not visible or legible, the officer will attempt to run the vehicle license tag through NDW Dispatch.

e. Immediate towing and impounding of POVs regardless of any attempt to contact the operator is justified under any of the following conditions:

(1) The vehicle is illegally parked and interferes with the orderly flow of traffic, on a sidewalk, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station or safe ingress or egress to stairways/elevators, etc. These examples are not all inclusive.

(2) When blocking an emergency exit door of any public place or installation facility.

(3) Unauthorized parking in "tow-away" zones, such as red/green reserved parking spaces, handicap parking spaces, cross hatches, pedestrian walkways, and restricted areas, if the

POV creates a safety hazard, has been used in a crime, or contains evidence of criminal activity.

(4) When preventing Public Works Department or civilian contractors from doing their job.

(5) When interfering with emergency operations during a natural disaster, fire, call for service, etc.

(6) All vehicles involved in DUI's will be towed and impounded.

(7) The POV has been used in a crime or contains evidence of criminal activity.

(8) The owner or person in charge of the vehicle has been apprehended and is unable or unwilling to arrange for custody or removal.

(9) The POV is mechanically defective and/or is a menace to others using the roadways.

(10) The POV is disabled by a traffic accident and the operator is either unavailable or physically incapable of having safekeeping.

f. The Commanding Officer, Executive Officer, Security Director (N3) or Chief of Police, will be the only individuals to provide authorized consent to police officers to tow vehicles from any NSAW installation.

g. After authorization, the dispatcher center will call a local towing company. The Watch Commander will be responsible to ensure that the reasons for the tow are legitimate and conform to the provisions set forth in this instruction.

h. The requesting/responding officer will be required to complete all relevant paperwork prior to the end of their tour of duty.

i. The Watch Commander will review all relevant paperwork prior to the end of their tour of duty and ensure that the Traffic Court Liaison has all required paperwork including citations.

Terms and Definitions

1. Definitions. For the purpose of this regulation, the following definitions will apply:

a. NSAW Security Force or NSAW Security Department. A joint security effort comprised of Department of the Navy civilian and Navy Security personnel.

b. Driver. Any individual who drives or is in actual physical control of a motor vehicle.

c. Driver's License. A state permit to operate a motor vehicle.

d. Driving Privilege. A conditional privilege extended by the NSAW Commanding Officer to an individual for operation of a motor vehicle onboard NSAW.

e. Suspension of Driver's License. Temporary withdrawal by state action of an individual's privilege to operate a motor vehicle on public highways. Such action will result in the individual's driving privileges onboard NSAW being suspended.

f. Suspended Registration. Temporary withdrawal by state action of an individual's motor vehicle to be operated on the public highways. Such action will result in the individual's vehicle being suspended onboard NSAW.

g. Suspension of Driving Privilege. Temporary withdrawal of an individual's privilege to operate a motor vehicle onboard NSAW.

h. Motor Vehicle. Any vehicle driven by mechanical power manufactured primarily for use on streets, highways and roads.

i. Motorcycle. Applies to motorcycles, motor scooters, motorized bicycles with or without pedals, mopeds and all-terrain vehicles.

j. Emergency Vehicle. There are defined as: fire apparatus, ambulance, police vehicles, explosive ordnance (EOD) vehicles or other vehicles indicating an emergency by flashing a red, amber, or blue light, sounding a siren bell gong, "riding the horn," or other distinctive signal.

Enclosure (2)

k. Motor Vehicle Registration. Procedures that result in the issuance of a registration certificate and license plates for motor vehicle under the laws of the state.

l. Motor Vehicle Accident. An unintended event resulting in injury of personnel or damage of property involving one or more vehicles.

m. Traffic. Pedestrians, vehicle and other conveyances, either single or together, using any highway, bike path, or sidewalk for travel.

n. Traffic Laws. All laws and regulations concerning weight, size, and type of vehicle, its cargo, and operations.

o. Traffic Control Devices. Signs, signals markings, lights, and devices erected by an official having jurisdiction to regulate, warn, or guide traffic.

p. Amateur Radio or Citizen's Band Radio. To include amateur radios, citizen's band (CB) radios, handheld (walkie-talkie) radios, and cellular telephones.

q. Radar Detection Device. Any device used to indicate the presence of speed recording instruments.

r. Park and Parking. The standing of a vehicle, whether occupied or not, except while actually engaged in loading or unloading property or passengers.

s. Reserved Parking. Spaces assigned to a particular individual or vehicle.

t. General Parking. Spaces or area controlled by NSAW Security Officer to be used by anyone authorized entry onboard NSAW.

u. Parking Stalls or Parking Spots. White, red and blue horizontal lines painted to form a designated area to be used to park a vehicle.

v. Handicapped Individual. An individual who by reason of illness, injury, age, congenital malfunction, or other incapacity or disability, has a significant loss or impairment of mobility.

w. Vehicle Impoundment. The rightful seizure of a POV by the government, based on cause.

x. Abandoned Vehicle. A POV which is left unattended onboard NSAW for a period of at least 72 hours when it reasonably appears to NSAW Security Force personnel that the individual who left the vehicle unattended does not intend to return and remove it.

y. Disabled Vehicle. A POV which is inoperative under its own power and left by the operator to arrange for emergency repairs or the relocation of the vehicle normally considered within 24 hours.

z. Towing Notification Sticker. A 4" x 4" luminescent orange sticker with black lettering on adhesive backed paper. A warning to the vehicle owner or operator of impending towing action when such notification is warranted. Attached in a conspicuous place (operator's side window, front windshield, etc.) of the vehicle by NSAW Security Force personnel.

aa. Administrative Inspection. An inspection authorized by the NSAW Commanding Officer under the authority to maintain good operation, efficiency, discipline, morale, welfare, and cleanliness of his command. Evidence discovered in the course of such inspections is freely admissible in court-martial proceedings. Although the Fourth Amendment protects individuals from unreasonable searches and seizures, it is not applicable during entry, exit, or presence onboard NSAW properties.

bb. Search. Defined briefly as "a quest for incriminating evidence with a view toward criminal prosecution." Since the purpose of the administrative inspections is to further the command's efficiency and not a quest for evidence, there is no search, and the Fourth Amendment does not apply.

cc. Confiscate. To seize for the government with no intent to return. Distinguished from prohibited property and defined by federal statutes (includes certain weapons, counterfeiting equipment, counterfeit bills and coins, and narcotic drugs in unauthorized possession).

dd. Firearm. Any weapon, including a starter gun, which will, or is designed to, or may be readily converted to, expel a

projectile through a barrel by the action of an explosive or other propellant device; the frame or receiver of any such weapons (BB guns, air rifles and other similar weapons are included); and the firearm silencer or muffler.

ee. Hazardous Materials. Certain nitrates, sulfuric acid, and other compounds which can be used in making explosives or are inadvertently hazardous (supplemental container of gasoline or high test fuel in POV).

ff. Weapons. Any instrument that can be carried on the person (firearms, knives, straight razors, bow and arrows, spear gun, blackjacks, brass knuckles, or other similar devices) which can be used to kill or inflict great bodily harm. Such items as baseball bats, screwdrivers, ice picks, tire irons, or other devices used to inflict personal injury or in an attempt to inflict personal injury shall be considered a weapon.

gg. Installation. A base, camp, post, station, yard, center, homeport facility for any ship, or any other activity under the jurisdiction of the Department of Defense, including any leased facility.



**NAVAL SUPPORT ACTIVITY WASHINGTON
WHITE PERMIT**

NAME: JOHN DOE
CMD: NSAW **NUMBER:** 202-433-3738
VALID FROM: 11/23/2015 **TO:** 11/23/2018
APPROVED BY: SPY **SERIAL #:** 001



NAVAL SUPPORT ACTIVITY WASHINGTON

RED EXECUTIVE PERMIT

NAME: JOHN DOE
CMD: NSAW NUMBER: 202-433-3738
VALID FROM: 11/23/2015 TO: 11/23/2018
APPROVED BY: SPY SERIAL #: 001



NAVAL SUPPORT ACTIVITY WASHINGTON

GREEN EXECUTIVE PERMIT

NAME: JOHN DOE
CMD: NSAW NUMBER: 202-433-3738
VALID FROM: 11/23/2015 TO: 11/23/2018
APPROVED BY: SPY SERIAL #: 001


NAVAL SUPPORT ACTIVITY WASHINGTON HANDICAP PERMIT
NAME: JOHN DOE
CMD: NSAW NUMBER: 202-433-3738
VALID FROM: <u>11/23/2015</u> TO: <u>11/23/2018</u>
APPROVED BY: <u>SPY</u> SERIAL #: <u>001</u>



NAVAL SUPPORT ACTIVITY WASHINGTON

CARPOOL PERMIT

NAME: JOHN DOE, MARY DOE, JANE DOE

CMD: NSAW NUMBER: 202-433-3738

VALID FROM: 11/23/2015 TO: 11/23/2018

APPROVED BY: SPY SERIAL #: 001



NAVAL SUPPORT ACTIVITY WASHINGTON

KISS & RIDE PASS

NAME: JOHN DOE, MARY DOE, JANE DOE
CMD: NSAW NUMBER: 202-433-3738

VALID FROM: 11/23/2015 TO: 11/23/2018
APPROVED BY: SPY SERIAL #: 001



TEMPORARY

**NAVAL SUPPORT ACTIVITY WASHINGTON
WHITE PERMIT**

NAME: JOHN DOE
CMD: NSAW **NUMBER:** 202-433-3738
VALID FROM: 11/23/2015 **TO:** 11/23/2018
APPROVED BY: SPY **SERIAL #:** 001

1. PERMIT HOLDERS MUST BE FAMILIAR WITH PROVISIONS OF NSAWINST 5560.1B.

2. IMPROPER USE OF PERMIT WILL RESULT IN CANCELLATION OF PERMIT AND OTHER POSSIBLE PENALTIES ON USER AND PERSON(S) TO WHOM PERMIT WAS ISSUED.

3. PERMIT MUST BE DISPLAYED IN WINDSHIELD OF PARKED VEHICLE SO ALL INFORMATION CAN EASILY BE READ.



**NAVAL SUPPORT ACTIVITY
WASHINGTON**

WITH ESCORT _____
WALK IN ONLY

NAME: _____

BLDG. NO.: _____

VALID FROM: _____ TO: _____

APPROVED BY: _____ DATE: _____



**NAVAL SUPPORT ACTIVITY
WASHINGTON**

WITH ESCORT _____
WALK IN ONLY

NAME: _____

BLDG. NO.: _____

VALID FROM: _____ TO: _____

APPROVED BY: _____ DATE: _____

(Date)

From: Supervisor Name, Command, Phone, Email
To: Security Officer, Naval Support Activity Washington

Subj: TEMPORARY DUTY PARKING NOTIFICATION

1. I have authorized (employee name) to utilize the Building 166 South Parking Lot to store their vehicle until completion of Temporary Duty on (date) (no more than 30 days).

2. If this vehicle needs to be moved for any reason (command/employee rep name) at (phone) has keys and will respond in no more than 24 hours. After 24 hours, or sooner if an emergency, (employee name) has been briefed that their vehicle may need to be towed at owner's expense.

I. M. SUPERVISOR

Enclosure (4)