



DEPARTMENT OF THE NAVY  
NAVAL SUPPORT ACTIVITY WASHINGTON  
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NSAWINST 5560.1D  
N3  
12 Dec 18

NAVSUPPACT WASHINGTON INSTRUCTION 5560.1D

From: Commanding Officer, Naval Support Activity Washington

Subj: NAVAL SUPPORT ACTIVITY WASHINGTON TRAFFIC CODE

Ref: (a) 32 CFR 634  
(b) DoD Instruction 6055.04 of 20 April 2009  
(c) CNICINST 5530.14A  
(d) OPNAVINST 11200.5D  
(e) OPNAVINST 5100.12J  
(f) 32 CFR 210  
(g) DoD Instruction 1000.27 of 28 October 2008  
(h) AR 190-5

Encl: (1) Naval Support Activity Washington Traffic Code  
(2) Terms and Definitions  
(3) TAD Parking Template  
(4) Exception to Policy Request Letter Template

1. Purpose. This plan provides for traffic safety and enforcement guidelines and procedures at Naval Support Activity Washington (NSAW). This instruction is a complete revision and should be reviewed in its entirety. The changes in subparagraphs 1a through 1f have been implemented.

- a. Revised requirement of parking placards to access Naval Support Facility Arlington.
- b. Revised definition of taxis to include Uber and Lyft services.
- c. Announced the establishment of NSAW Traffic Court and requirement of Federal Court appearance.
- d. Removed the language regarding Government parking spaces.
- e. Revised allowed parking spaces for disabled personnel.
- f. Revised motorcycle regulation and parking.

2. Cancellation. NSAWINST 5560.1C.

3. Scope and Applicability. This instruction is applicable to all personnel employed/located at NSAW as well as any visitors onboard NSAW.

4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Executive Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



G. A. DICKS

**Distribution:**

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DEC 1 2 2013

**NAVAL SUPPORT ACTIVITY WASHINGTON TRAFFIC CODE**Chapter 1  
GENERAL PROVISIONS1. 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 (h), the NSAW Installation Commanding Officer (ICO) 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, NSAW ICO 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 (g). For example, this incorporates such laws of the District of Columbia to the Washington Navy Yard (WNY), Naval Research Laboratory (NRL), and U.S. Naval Observatory (USNO); such laws of Maryland to Naval Support Facility Carderock (CAD) and Naval Support Facility Suitland; and such laws of Virginia to Naval Support Facility Arlington (ARL).

DEC 12 2018

Chapter 2  
NSAW DRIVING PRIVILEGES

1. Requirements for Driving Privileges

a. All operators granted driving privileges onboard NSAW installations 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, state inspection (if applicable), and insurance. It is the responsibility of each motor vehicle operator to report any changes to the NSAW Visitor Control Center (VCC), 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 the WNY and ARL in a Privately Owned Vehicle (POV) between 0001 and 1000, Monday through Friday, excluding federal holidays. Rules and exceptions governing parking placards and temporary passes are discussed in Chapters 3 and 5 of this instruction.

2. Stopping and Inspecting Personnel or Vehicles. Any person or vehicle entering or exiting any NSAW installation may be stopped at installation gates or entry points to be inspected for contraband. Unless conducted as part of pre-planned Random Anti-Terrorism Measures (RAM), stops and inspections of people and vehicles within any NSAW installation shall only be performed when there is a reasonable suspicion of criminal activity, a violation of a traffic regulation, or a violation of any of the installation commander's policies.

a. Motor Vehicle Inspections. Motor vehicles entering/exiting/transiting NSAW properties or any of its internal security areas may be randomly inspected as part of a pre-planned RAM. All vehicles selected for random inspection shall 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, they shall be given a reasonable amount of time (normally considered to be eight 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 2.a.(2).

(2) In the event that more than a brief detention of the vehicle is necessary, the vehicle should 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 NSAW Navy

DEC 12 2018

Security Force (NSF) personnel have access to the vehicle. A receipt for the detained vehicle should be provided to the operator and must be presented prior to the vehicle's release.

(3) An incoming vehicle shall not be inspected over the objection of the operator. Drivers who refuse to comply with a vehicle inspection shall not be allowed base access.

(4) Persons who refuse to comply to a vehicle inspection while onboard or upon departure may be detained long enough to obtain a search authorization for Probable Cause, issuance of a letter barring future entrance to the base, or such other action as may be appropriate.

(5) At the time of the inspection, the operator shall turn off the engine and set the emergency brake. The operator and all passengers shall exit the vehicle. The operator will open all doors and compartments, raise the hood, open any permanent containers within the vehicle and trunk. Operator and passengers shall comply with all instructions given from the inspection team.

(6) 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. One exception is weapons, which must be registered and approved by the ICO prior to their introduction to the base.

(7) Any item marked "U.S. Government" or with U.S. Government classification markings shall be retained for investigation or until authorization is provided. A receipt or inventory shall be provided to the operator or the owner for any item retained under this provision. In the event the U.S. Government item contains classified information, NSAW NSF personnel should determine whether or not the operator holds a valid courier card before taking any additional action. Packages marked as classified shall not be opened by NSF personnel, and if the operator is not authorized to transport the package, it shall be retained until claimed by the parent command.

(8) NSAW NSF personnel should 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 2, United States Naval Observatory South Gate, and Naval Support Facility Arlington Main Gate Monday through Friday.

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:

DEC 12 2018

(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 individual(s) entering or exiting NSA W installations or being transported onboard NSA W installations should be confiscated, cited, and apprehended/detained, if applicable.

3. Implied Consent to Testing for Alcohol and Drug Content. The operation of a motor vehicle onboard NSA W installations 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 NSA W 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 and impounded.

5. Suspension, Revocation, and Reinstatement of Driving Privileges. The privilege of driving a POV onboard NSA W installations is subject to administrative suspension or revocation for cause or any other lawful reason by the NSA W ICO. For the purposes of this instruction, the NSA W Installation Executive Officer (IXO) is designated by the ICO to review, suspend, revoke, and reinstate driving privileges. NSA W ICO will be reserved as the appeal authority. Suspension action is based on serious moving traffic violations, repeat offenders, point assessment for moving violations, cumulative non-moving violations, parking violations, or any combination

DEC 12 2018

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 granted by the NSAW IXO or designee. Tenant Commanding Officer (CO), Officers-in-Charge (OIC), and civilian directors have authority to increase the duration of suspensions at their discretion and in coordination with the NSAW IXO.

6. Remedial Driver Training Programs. 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 (ESAMS AAA (DIP)) at no cost to the individual. Ensuring completion of this course is the responsibility of the individual, and failure to complete the course may result in suspension of driving privileges while onboard the installation.

DEC 12 2018

Chapter 3  
MOTOR VEHICLE REGISTRATION AND PARKING PLACARDS

1. Registration. All POVs brought onboard any NSAW installation by NSAW and tenant personnel shall be registered for compliance with local emissions standards as required by reference (c). All POVs must also have a valid parking placard in order to enter the WNY and ARL between 0001 and 1000, Monday through Friday, excluding federal holidays.

a. Applications for registration will be submitted via email or in person at the Washington Navy Yard VCC, Building 126.

b. All personnel registering POVs 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 POVs 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 VCC, 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 eligible for a placard must renew their parking placard annually. Civilian (non-contractor) employees must renew their parking placard once every three years. Military members with orders to the WNY or ARL 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 to include 3-wheel vehicles (such as Can-Ams, Slingshots, Trikes, etc.) prior to receiving a parking placard and operating onboard the WNY or ARL:

(1) Employee requirements

(a) Completed NSAW Parking Placard Application.

(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.

DEC 12 2018

(f) 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, public health, family readiness, food service, custodial, or public works department contractor. No other contractors, except for those with a valid state or local handicapped parking permit, are permitted to receive parking placards. Non-exempt contractors (those who do not meet the above criteria) may be approved for a parking waiver on case-by-case basis. Case-by-case approvals will be considered per guidance in chapter 3, paragraph 5.c.

(g) Validation on the Total Workforce Management Systems (TWMS) for USN military personnel and civilians. This requirement does not apply to USMC or foreign national service members. (NOTE: This documentation is only required for personnel who have orders to a command whose headquarters is based outside of NSAW, but the command has a presence at NSAW, i.e. OPNAV (N97), SPAWARSCEN, HQMC, etc.).

(h) Commander, Naval Safety Center Motorcycle Training proof of completion (Military ONLY). Civilian motorcycle operators are not required to complete this training but it is highly recommended.

(2) Visitor requirements

(a) All non-CAC/Personal Identity Verification (PIV) holders attempting to drive onboard the installation without a qualified escort (CAC holder) must fill out a Vetting Form (SECNAV 5512/1) and meet the requirements to access the installation.

(b) All visitors driving a POV must present a valid driver's license, current vehicle registration, and proof of insurance to the VCC in order to obtain a temporary parking placard.

(3) Distinguished Visitor Status

(a) Distinguished Visitors will be granted POV base access based on the possession of an appropriate government issued identification card and, for visitors not in possession of a valid DOD ID card, shall be on an approved guest list. A cone-off request for Distinguished Visitor(s) parking can be requested in advance at [EventParking.NSAW.fct@navy.mil](mailto:EventParking.NSAW.fct@navy.mil) and/or via the Points of Contacts listed in enclosure (1), chapter 3, paragraph 16. For the purpose of this instruction, invited guests of Executive Residents are considered Distinguished Visitors.

(b) Distinguished Visitors consist of General Officers and Flag Officers (active and retired) of all services, SES employees, Service Secretaries, political appointees, members of Congress, and the Diplomatic Corps. NSAW reserves the right to designate anyone not falling into one of these categories as a Distinguished Visitor.

DEC 12 2013

(4) Retired or Dependent Visitors. Retirees or military dependents entering the base in order to utilize support benefits are eligible to receive blue placards, renewable every three years, which will allow them to enter the base and park in a designated blue visitor parking spot. These blue placards are only intended to permit retirees to access benefits and are subject to the two-hour visitor parking limit. Anyone found to be using a blue placard to circumvent other regulations in this instruction may be barred from NSAW installations.

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, blue, or yellow may be issued to eligible individuals, as outlined further in this instruction. Color coding is explained in detail in Chapter 5, Paragraph 4. In general, white placards indicate general parking, blue placards indicate handicapped parking, yellow placards indicate carpool parking, and red and green placards indicate different forms of privileged parking.

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. Those who qualify will receive a temporary parking pass not to exceed 30 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 is a violation of this order and will, at minimum, be reported to an offender's command. Parking privileges may be suspended or revoked at the discretion of the NSAW IXO.

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 a parking placard or pass is stolen, report it immediately by calling the Naval District Washington Regional Dispatch Center (RDC) at 202-433-4201 non-emergency line.

5. Placard Exceptions

a. Employees who drive POVs onto the WNY and ARL are required to display a parking placard upon entry between 0001 and 1000, Monday through Friday, excluding federal holidays. Employees who are receiving Metro Transit Subsidy benefits are not authorized to receive permanent parking placards. Employees who are receiving Metro Transit Subsidy benefits are permitted up to five temporary parking passes per month from the VCC. Although vehicles brought onboard all NSAW installations are required to be registered in accordance with reference (d), parking placards are not required to be displayed at any NSAW facility other than the WNY and ARL.

DEC 12 2018

(1) Employees receiving Metro Transit Subsidy benefits 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. Contractor Parking Exemption Requests (Parking Waivers). WNY and ARL tenant commands currently have established parking exemptions for non-exempt contractors.

(1) Non-exempt contractor parking waivers are granted for no longer than one year and each tenant command is responsible for requesting annual renewals (using enclosure (4)) before they expire. In order to keep the WNY and ARL parking programs as effective as possible, tenant commands are encouraged to limit the growth of their contractor parking footprint. If a command requests an increase of waivers from their previous annual approval, they must provide the reason and justification for an increased number of waivers as part of their letter (enclosure (4)).

(2) Non-exempt contractors should inquire via their contractor parking waiver POC if they are eligible for a parking waiver. If a tenant command does not have an established non-exempt contractor parking waiver, that command may submit a waiver request (using enclosure (4)) in DON Tracker to CNRNDW NSA Washington Front Office.

(3) Once an annual approval is granted, tenant commands have the opportunity to swap out incoming contractors with departing contractors without having to resubmit their waiver request. Parking waiver substitutions must be submitted to the NSAW administrative office for processing. Failure to do so will result in non-issuance of a parking placard at the VCC. For details on this process contact the NSAW administrative office at 202-433-2046.

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

e. 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 90 days. Summer student interns will be issued passes for the expected duration of their internship. Passes will expire on the date the internship is completed.

DEC 12 2018

f. Event Visitors. If a visitor is attending an event onboard the WNY or ARL that has been properly vetted and added to the event access list, that visitor will not be required to have a placard or pass in order to enter the base in a POV.

g. Resident Visitors. Visitors on an NSA-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.

h. Gold Star Families. Gold star family visitors with a gold star placard or decal on their POV do not need an additional parking placard or pass in order to enter the base in a POV.

i. Employees or Visitors with Handicapped Parking Permits. Any person otherwise authorized to access an installation who has a valid state or local handicapped placard does not need to have an additional parking placard or pass in order to enter the base in a POV. Employees who fall under this exception must still register their vehicle in accordance with reference (c).

j. Valid CAC Holders with Legal or Medical Appointments. Any CAC-holder with a legal or medical appointment may utilize a letter from the legal office or medical clinic indicating an appointment or proceeding occurring on that day in lieu of a placard to enter the base. Such letter must contain the person's name, the date and time of the appointment, and a contact number for the legal or medical office. Vehicles with a valid letter on the dashboard will be permitted to park in blue two-hour parking or white spaces. Additionally, patrons of the WNY Branch Medical Clinic may use red reserved parking on the east side of the clinic. Patrons should obtain a placard for display on their dashboard from the front desk of the clinic to avoid posting any private information that may be contained in the letter used to bring the POV onboard the WNY.

k. Motorcycles. Motorcycles do not require a parking placard to enter the base. Motorcycles shall, however, be registered in accordance with reference (c). The term "Motorcycle" shall be interpreted to include three-wheeled vehicles that lack an enclosure for the driver's compartment.

Chapter 4  
NSAW TRAFFIC SUPERVISION

1. General Regulations

- a. On entering any street from any alleyway, driveway, or access roadway, all vehicles (including all two and three wheeled vehicles, such as a motorcycle, bicycle, Trike, Slingshot, Can-Am, hover board, Segway, etc.) 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, pedestrian presence, and other conditions dictate.
- d. Wearing of portable headphones; earphones, or other listening devices in one or both ears 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. Hands-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 a 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, device, or emblem deemed lewd by NSAW NSF shall be allowed onboard NSAW installations.
- i. Seat belts are required for all POVs driven onboard NSAW installations. 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 four 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 (DOT) while riding in a vehicle onboard NSAW.

DEC 12 2018

j. Trespassing, unauthorized photography, and other activities detrimental 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 installations.

k. Routine repairs and maintenance shall not be completed onboard NSAW. For safety reasons, repairs of motor vehicles in all parking areas, with the exception of residential 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 motor vehicle where seat belts have not been installed, have been removed, or have been rendered inoperative.

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

n. 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 DOT safety standards.

o. 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.

p. 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).

q. Skateboards, roller skates, rollerblades, Segways, hover boards, 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). For safety reasons, this equipment may only be used on roadways and in surface parking lots. Use of this equipment on sidewalks is prohibited.

r. Taxis are not authorized to enter any NSAW installation. This includes individually owned taxi services including, but not limited to, Uber and Lyft. For personnel travelling to the installation via taxi, instruct the driver to conduct drop off in a pedestrian-friendly area near the desired Entry Control Point without driving directly to or through the gate. Access shall be denied for all credential holders (CAC, PIV, Teslin, etc.) that are working in the capacity of any of these taxi services.

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.

DEC 12 2018

- 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 their possession the Student Completion Card issued by the Motorcycle Safety Foundation. This requirement is for military personnel ONLY but highly recommended for civilian riders.
  - 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. DOT Federal Motor Vehicle Safety Standard (FMVSS) 218 standards. Non-approved DOT, 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; shoes must be closed-toe. Leather boots or ankle-supporting footwear are strongly encouraged.
    - (5) The following personal protective equipment is highly recommended for all persons while operating or riding as a passenger on a motorcycle: Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, and/or cordura and containing impact absorbing padding and outer garments constructed of brightly colored, fluorescent or reflective materials.
  - g. Base Access. If NSAW NSF cannot positively identify the rider due to helmet, the NSF Officer shall request rider to remove helmet and verify rider with credential (CAC, PIV, Teslin, etc.). If rider refuses, access shall be denied.
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).

DEC 12 2018

b. Do not operate the bicycle in a reckless manner or obstruct normal traffic flow. Keep at least one hand on handlebars at all times.

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

(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. Sturdy footwear is strongly encouraged. Operating a bicycle onboard NSAW while wearing open-toed sandals is prohibited.

e. Use of standard hand turn signals or electric turn signals is required.

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

(1) Front light must be capable of emitting a visible white light from 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.

g. 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 IAW state or District of Columbia law.

h. 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 at designated bike racks.

DEC 12 2018

#### 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.

5. Emergency Vehicles. Emergency vehicles 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 at least 100 yards. Explosive haulers will proceed with caution to their destination.

a. Emergency vehicles shall 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. This includes medical emergency vehicles such as EMT and ambulances.

b. 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 shall immediately stop, notify the Regional Dispatch Center (RDC) at 202-433-4201 to dispatch NSAW NSF, 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) and notifying the RDC to dispatch NSAW NSF to the scene.

#### 7. Safety Inspection of POVs

a. 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. NSF 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

DEC 12 2018

vehicle to a safety inspection. If applicable, all vehicles shall have current state safety inspection stickers posted in the front windshield of vehicle.

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

8. Report of Violations. Any person may report any suspected violation of this code to the Naval District Washington (NDW) RDC, with the exception that only the person or command who is assigned a reserved space may report illegal parking in that space.

a. NDW RDC Emergency Number: (202) 433-3333.

b. NDW RDC Non-Emergency Number: (202) 433-4201.

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

10. Traffic Violation Reports. Any member of the NSAW NSF authorized by the NSAW Installation Security Officer (ISO) to issue traffic citations may issue 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. The issuing of Armed Forces Traffic Citation DD Form 1408, may be issued for the purposes of tracking repeat offenders and possible loss or suspension of NSAW on-base driving privileges.

#### 11. Processing Traffic Violations

a. 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 10 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. Violators will not receive an AO 456 if their court appearance date is already indicated on the DD Form 1805 ticket received. 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 shall 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 in the Court Appearance Notice or DD Form 1805 that appearance is optional. A

DEC 12 2018

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 10 years by NSA Security Court Liaison Office (sawsa.nsaw.fct@navy.mil).

(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 NSA Security Officer via the Assistant U.S. District Attorney and the Federal Magistrate (Judge).

(7) Failure to Pay Traffic Violations

(a) Failure to pay the fine on the ticket or appear at the scheduled U.S. District Court indicated on the violation notice without being granted a continuance will result in notification of the violation being sent to the chain of command, supervisor of the violator, or violator's sponsor, with a letter stating that they have an outstanding violation.

(b) Further failure to take action on the same parking violation will result in parking privileges on base being revoked until the outstanding violation is resolved.

b. NSAW Traffic Court for DD Form 1408 Citations

(1) Chartered by the IXO to provide an impartial and uniform administrative device for evaluating the driving performance of individuals under their jurisdiction. The use of this court 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 the IXO's prerogative to issue, suspend, revoke, or deny base driving privileges for cause without regard to number of citations issued and assessments made under this section.

(2) DD Form 1408 citations applies to vehicles operated onboard NSA installations only. It is not intended for application off-installation. A copy of each citation issued shall be given to the operator or violator.

(3) The ISO will assess the number of citations (DD Form 1805 and DD Form 1408) issued on a monthly basis and initiate suspension or revocation recommendation to the IXO if warranted.

DEC 1 2 2018

(4) Citations assessed against an individual will remain in effect for a period of one (1) year (1 January to 31 December) 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.

(5) The IXO shall suspend or revoke all base driving privileges based on below criteria:

(a) Three (3) violations: up to seven (7) days' revocation; notification will be sent direct to offender's tenant leadership informing them of the decision rendered.

(b) Four (4) violations: up to 14 days' revocation; notification will be sent direct to offender's tenant leadership informing them of the decision rendered.

(c) Five (5) violations: up to 30 days' suspension; placard confiscation if applicable (individual may reapply), notification will be sent direct to offender's tenant leadership informing them of the decision rendered.

(d) More than five (5) violations will go before a review board for possible suspension of driving privileges up to six (6) months or more; placard confiscation if applicable (individual may reapply), notification will be sent direct to offender's tenant leadership informing them of the decision rendered.

(e) Serious Offenses (not all inclusive) such as driving under the influence/while impaired (DUI/DWI), transporting drug paraphernalia, transporting weapons, etc. can result in an indefinite suspension or revocation.

(6) After one (1) year, removal of citations (DD Form 1408) does not 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:

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

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

(c) Mandatory revocations: Seven (7) years.

12. Adjudication of Driving While Impaired/Driving While Intoxicated Citations. No action taken under this instruction precludes the possibility of action under the UCMJ 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 driving and license suspension/revocation assessed pursuant to this instruction and may also be subject to removal and debarment proceedings.

DEC 12 2018

13. Defense Biometric Identification System (DBIDS). Suspension/Revocation shall be uploaded in DBIDS to notify NSF that driving privileges have been suspended/revoked when credentials (CAC, PIV, Teslin, DBIDS cards, etc) are scanned at any NSAW installation Entry Control Point. Revocation/suspension will not prevent individuals from accessing NSAW installations via foot traffic.

14. Driving Records. The ISO shall maintain records of all points and citations assessed against drivers at NSAW.

15. Appeal Process. A written appeal to the ICO may be submitted within three (3) business days upon notification of decision.

16. Points of Contact

Security Director	Bldg 166, WNY	(202) 433-2768
Security Officer	Bldg 166, WNY	(202) 433-0596
Chief of Police	Bldg 166, WNY	(202) 685-0517
Operations Chief	Bldg 166, WNY	(202) 433-0595
Visitor Control Center	Bldg 126, WNY	(202) 433-3738
NSAW Special Events	Bldg 126, WNY	(202) 433-3017
Security Office	Bldg 17, Arlington	(703) 604-0106

DEC 12 2018

## Chapter 5 PARKING

1. Policy. Parking onboard NSAW installations 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 IXO through the VCC.

### 2. Parking Rules

a. Temporary Duty Parking. Employees away on temporary duty are encouraged to park off the installation. However, employees away on temporary duty are authorized to park in any available "white" space in the parking lot located south of building 166 on the WNY, until the expiration of their temporary duty parking notification memo (enclosure (3)). Supervisors of these employees are authorized to provide a temporary duty parking memo that will be displayed in the windshield of the vehicle parked in this designated lot with the dates of temporary duty, the name of the individual, name of the Command, and a phone number of a Command POC with the ability to move the vehicle in the event of an emergency. A copy of this temporary duty memo shall be emailed to the NSAW Chief of Police (CoP) and ISO. Note: ARL temporary duty employees may utilize the lower parking lot on Courthouse Road; temporary duty memo (enclosure (3)) is not required unless parking on base.

b. Visitor Parking. Visitors with temporary parking passes may park in any available "white" space. Visitors with appointment slips (i.e. medical, legal, etc.) may also park, without any parking placard necessary, in designated blue spaces marked as "visitor parking" or available "white" spaces. Most of the visitor parking spaces at the WNY are in the parking lot located south of building 166. Vehicles may remain in a visitor parking spot for a maximum of two hours. Visitors to ARL shall be directed to the lower parking lot on Courthouse Road unless designated spaces have been reserved via the VCC. Aside from specifically reserved spaces, all other NSAW installations have open parking for visitors and employees.

c. 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 POVs may be granted access to the installation when vetted or credentialed with a DBIDS card or DBIDS paper pass for the period of work being conducted (DBIDS paper passes shall not exceed 30 days).

(2) Construction staging or lay down areas must be coordinated through NSAW Public Works and NSAW NSF and shall require CAC-credentialed personnel to escort the working party onto the installation or site if not vetted or credentialed.

DEC 12 2018

d. Ceremonial and Special Events. Requests for ceremonial and special events are submitted via a request to NSA Events, (NSAW\_events@navy.mil). Requests are required to be submitted no later than five 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 NSA IXO or designee. Parking for all special events is located in Building 405 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 onboard NSA may request a Kiss and Ride Pass, which authorizes a driver to drop off and pick up at the building where they are seated. 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 NSA.

f. Carpools. A carpool placard requires a minimum of three people otherwise eligible for another permanent placard to which a single "yellow" parking placard will be issued. Contractors not meeting the conditions set forth in paragraph 3 of this instruction may join a carpool as long as they are added to the three personnel who are otherwise eligible. The yellow placard shall be used in the vehicle of the employee driving the car pool on any given day. Car pools 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. Car pools may not park in yellow parking spaces with block lettering indicating "VANPOOL ONLY". Note: All members of the pool need not be present on any given day to utilize this privilege.

g. Van Pools. A van pool placard requires a minimum of three people otherwise eligible for another permanent placard and a properly registered van pool company as defined by reference (g). Contractors not meeting the conditions set forth in paragraph 3 of this instruction may join a van pool as long as they are added to the three personnel who are otherwise eligible. A single "yellow" parking placard will be issued in the name of the owner of the van pool. Van pools 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. Van pools may also park in yellow spaces indicating "VANPOOL ONLY." Although car and van pool operators are authorized to utilize white parking spaces when yellow spaces are unavailable, they are strongly encouraged to use yellow spaces instead of white spaces whenever such spaces are unoccupied.

3. Parking Allocation by Type, Category, and Markings. All spaces at the WNY and ARL 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.

DEC 12 2018

Failure to adequately display a valid parking permit at the WNY or ARL 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.

#### 4. Designated Parking Spaces

a. Handicapped Parking. Available 24 hours a day, seven 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 handicapped 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 a white, yellow, 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. (WNY and ARL) Flag Officers, Senior Executive Service (SES) personnel and senior command leaders. Senior command leadership is considered to be the person bearing the official title per military orders or SF-50 of Commanding Officer, Director of a civilian activity, OIC, Executive Officers, and Deputies. Command Master Chiefs, Fleet Master Chiefs, Force Master Chiefs are also eligible. Red reserved parking spaces will also be used to denote command discretionary spaces.

(2) Permit Length. Issued for the length of assignment at NSAW installations for military personnel. Placards for Civil Service employees shall be renewed every three years. Car/Van pools 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 VCC 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. This parking category is only in effect at the WNY and ARL.

(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.

DEC 12 2013

(3) Color Coding of Space. Green.

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

d. Car Pool/Van Pool Parking

(1) Permit Length. Placards must be renewed annually or whenever there is a change to the members of a car pool or van pool to ensure continued eligibility. Only one placard will be issued a car pool or van pool, and no members of the pool may possess any other parking placard. It is not necessary for every member of a car pool to utilize the car pool every day in order for a car with a yellow placard to utilize a yellow space.

(2) Color Coding of Space. Yellow.

(3) Yellow spaces will be reserved until 0930, Monday through 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 GS-15, 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 onboard NSAW and shall be renewed annually.

(3) Color Coding of Space. White.

f. Resident. Assigned to, and reserved for, residents and guests 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 for use by the next resident and their guests.

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

g. Retiree/Dependent. Eligible to receive benefits onboard NSAW.

(1) Permit Length. Placards are issued for three years.

DEC 12 2013

(2) Color Coding of Space. Blue.

h. Motorcycle

(1) Motorcycles are not required to display a parking placard while parked onboard NSAW installations.

(2) Color Coding of Space. White, with the words "Motorcycle Only" or designated crosshatch areas in Parking Garages 28, 386, 405, and crosshatch areas on NSAW installations. Motorcycles shall park in crosshatches that can accommodate the motorcycle and shall not block vehicles, fire hydrants, maintenance access points, stairs, elevators, entrance/exits to include emergency ingress/egress, and blue crosshatch areas that support handicap spaces. These examples are not all inclusive. Motorcycles shall not park in any other parking spaces that are assigned for vehicles.

5. Enforcement of Parking Regulations

a. NSAW NSF 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 NSAW 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 NSF 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.

6. 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.

7. Designated Visitor Parking. Blue "visitor parking" spaces are available for those with a blue placard as well as for visitors arriving after 1000 who do not wish to obtain a temporary pass for white-space parking. Visitors may park in these blue spaces for a maximum of two hours, after which a vehicle may be fined or towed.

8. Long-Term Parking. Due to the limited amount of parking at NSAW facilities, 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 memo as described in paragraph 2.a. of this chapter who are parked in the parking lot located south of building 166 WNY.

9. After Hours Parking. Personnel with proper identification may enter the WNY or ARL through any accessible gate between 1000 – 2400 Monday – Friday, excluding weekends and federal holidays, without a valid WNY or ARL parking permit to park. Personnel who enter the

WNY within this designated time are permitted to park in any general employee (white) parking space within the confines of the WNY parking garages (Buildings 28, 386, and 405) or in the WNY building 166 visitor parking lot. Personnel who enter ARL within this designated time are permitted to park in any general employee (white) parking space within the confines of the ARL or utilize the lower parking lot on Courthouse Road. This parking privilege is granted to ease parking constraints in the DC Metropolitan and Arlington area during special events, providing DoD employees more readily available parking for attending activities such as sporting events, as well as enhanced security for employees required to work evenings at the WNY or ARL. Parking in reserved (red), green (executive), handicapped or crosshatch areas, unless specifically entitled or authorized, is in violation of this instruction and will be treated as a parking violation.

10. Parking Violations. Installation driving privileges can be suspended up to six (6) months by the IXO or designee upon receipt of three (3) parking citations (DD Form 1408 or DD Form 1805). Parking violations constitutes any nonobservance of this chapter.

DEC 12 2018

Chapter 6  
TOWING AND IMPOUNDMENT

1. Purpose. This chapter provides the standards and procedures for NSAW NSF personnel when towing and impounding vehicles (cars, trucks, motorcycles, GOV, etc). 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. Vehicles should not be towed with less than 24 hours' notification 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/owner 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 is the point of contact in the event that the vehicle is towed: NDW RDC: (202) 433-4201.

DEC 12 2018

d. Reasonable attempts should be made to locate the owner of the vehicle before towing, unless one of the immediate towing conditions outlined in 3(e) of this chapter applies. It is the responsibility of the vehicle operator/owner to have their parking placard visible (not required for motorcycles) 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 the NDW RDC.

e. Immediate towing and impounding of vehicles 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, handicapped 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 DUIs will be towed and impounded.

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

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

f. The ICO, IXO, ISO, Installation Security Director (ISD), or Chief of Police, will be the only individuals to provide authorized consent to police officers to tow vehicles from any NSA W installation.

DEC 12 2019

g. After authorization, the RDC 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 NSF officer will be required to complete all relevant paperwork prior to the end of their duty day.

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.

DEC 12 2018

**TERMS AND DEFINITIONS**

1. **Definitions.** For the purpose of this regulation, the following definitions will apply:
  - a. **NSAW Navy Security Force (NSF) or NSAW Security Department.** A blended Navy Security Force comprised of Department of the Navy civilian and military law enforcement officers.
  - 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.** 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.
  - 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.

DEC 12 2013

- 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 Installation 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 NSF 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 NSF personnel.
- aa. Administrative Inspection. An inspection authorized by the NSAW Installation 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

DEC 12 2018

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.

hh. Non-exempt Contractor. Contractor who does not fall under the category of: construction, maintenance, public health, family readiness, food service, custodial, or public works department contractor.

DEC 12 2018

**TAD PARKING TEMPLATE**

From: Supervisor Name, Command, Phone, Email

To: Installation 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

DEC 12 2018

**EXCEPTION TO POLICY REQUEST LETTER TEMPLATE****(COMMAND LETTERHEAD)**

IN REPLY REFER TO:

5560

Ser/N Code

Date

From: (Commanding Officer, XXXXXXXX)

To: Commanding Officer, Naval Support Activity Washington

Subj: EXCEPTION TO POLICY REQUEST FOR CONTRACTORS EMPLOYED AT THE  
(WASHINGTON NAVY YARD/

Ref: (a) NSAWINST 5560.1C

Encl: (1) (List of personnel requesting waiver)

1. Reference (a) directed that contractors who are not onboard Washington Navy Yard (WNY) as a construction, maintenance, public health and family readiness, food service, custodial, or public works department contractor shall not be permitted to receive a parking placard. (Enter Command Name)-as a tenant command-currently utilizes contractors who do not fit into one of these categories to assist government personnel in accomplishing the command's mission. A waiver of this policy is requested for the (Enter Command Name) contractors. The following information is provided in support of this request:

a. Number of contractors requiring relief, as listed in enclosure (1): (XX)

b. Number of contractors on staff not requiring relief: (XX)

c. (Enter Command Name) (does / does not) have language in the contract which employs personnel requiring relief that mandates that the command provide onsite parking.

d. Contractors requiring relief provide the following services: (enter info here)

e. Contractors requiring relief (do / do not) provide services to other WNY tenant commands.

2. The exception request is based on (Enter reason for request and justification).

3. My point of contact for this request is First M. Last, who can be reached at (123) 456-7899 or email@navy.mil.

Enclosure (4)