



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
7918 BLANDY ROAD SUITE 100
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 5600.1B

N1

17 Jun 10

NAVSUPPACT NORFOLK INSTRUCTION 5600.1B

From: Commanding Officer, Naval Support Activity, Norfolk

Subj: NAVAL SUPPORT ACTIVITY, NORFOLK PARKING POLICY

Encl: (1) Map of Headquarters Complex
(2) Appointment of Tenant Command Parking Coordinator

1. Purpose. To issue Naval Support Activity, Norfolk, parking policy and procedures.

2. Cancellation. NAVSUPPACTNORVAINST 5600.1A

3. Background. The Commanding Officer, Naval Support Activity (NAVSUPPACT), Norfolk is the Parking Control Authority for all the NSA Complexes.

4. Scope. This instruction applies to all military, civilians, and DoD retirees, visitors, contractors, and vendors operating motor vehicles on NAVSUPPACT Norfolk.

5. Reserved Parking

a. Controlled Red Spaces. Designated parking will be assigned only to Flag Officers, Senior Executive Service (SES), Commanding Officers, Command Master Chiefs/Senior Enlisted Advisors and their individually assigned government vehicles and will be controlled by red stickers. Tenant commands will ensure NAVSUPPACT Norfolk has an updated Flag/SES roster no later than 15 October annually.

b. Pool/Yellow Spaces. Parking in yellow spaces will be available to O-6 and above and GS-15 civilians Monday-Friday 0600-1700 and will be controlled by yellow stickers. Tenant commands will ensure an updated O-6 and GS-15 roster will be provided to the NAVSUPPACT Norfolk Parking Coordinator no later than 15 October annually. Qualified personnel may obtain a sticker by presenting command assignment, O-6 and GS-15 grade information and one vehicle registration information to the NSA Parking Coordinator in NH-140. Yellow spaces are open at night and on weekends.

c. Open/White Spaces. Parking in white spaces is open to all. No white spaces will be reserved for a group or individual.

d. Handicapped Parking. NAVSUPPACT Norfolk is classified as a Non-Restricted Controlled Access Facility, and as such, handicapped parking spaces are designated throughout the base. These spaces are lined in blue with a wheelchair logo. The NAVSUPPACT Norfolk Parking Coordinator, working with Tenant Command Parking Coordinators, will assign personnel with a valid claim to a handicapped space as close to the building where they work. Personnel requesting a handicapped space must have the appropriate Department of Motor Vehicle (DMV) document at the time of their request. Handicapped parking spaces are revalidated annually and when DMV authorization is renewed.

e. Government Vehicle Parking Red Spaces. Government vehicles specifically assigned to individuals will be parked in red controlled spaces. Tenant Command Parking Coordinators will designate red spaces to government vehicles, but must assign them to a specific vehicle (not as arbitrary government vehicle spaces). All other government vehicles will be parked in white spaces but not specifically reserved.

f. Visitor Parking. NAVSUPPACT Norfolk Parking Coordinator will assign one visitor space to each Flag Officer/SES and Commanding Officer in the red striped areas.

g. Motorcycle Parking. Parking for motorcycles is restricted to white motorcycle spaces only, these spaces will be sized specially to accommodate motorcycles. Any person authorized to park in red spaces and chooses to ride a motorcycle, may occupy their assigned parking space with their motorcycle.

6. Special Events Parking. Special event parking will only be reserved in open (white) spaces. For large special event parking, tenants can submit a request to the NAVSUPPACT Norfolk Parking Coordinator a minimum of three business days in advance of the event date to allow for coordination with Security. The following information must be provided when requesting special event parking: Name of command; type, date and time of event; POC; location and number of reserved parking spaces needed.

For short term (less than 2 days) small visitor events (less than 5-10) visitors, commands may use temporary signs without notifying NSA. Signs will be removed at event completion.

7. Abandoned Vehicles. Any vehicle not removed from a parking space after four weeks will be considered to be abandoned and will be towed at the owner's expense.

8. Parking Control. Parking on the Headquarters Complex is a security and quality of life issue. The provisions of this instruction will be strictly enforced. Parking space assignment, painting, and control will be the sole responsibility of the NAVSUPPACT Norfolk Security Department. Any personnel illegally parking in a reserved area will be issued an Armed Forces Traffic Citation (Form 1408) for their 1st and 2nd offense. A 3rd offense within a 12 month period will result in a suspension letter and loss of all on-base driving at all CNRMA Navy bases privileges for 90 days. A 4th ticket will result in a year suspension.

9. Tenant Command Parking Coordinator (TCPC) Responsibilities. The TCPC serves as the official interface between their respective command and the NAVSUPPACT Norfolk Parking Coordinator. They are responsible for providing special parking requirements per paragraph 5 and 6 of this instruction. Tenant Command Parking Coordinators may obtain parking information on a suspicious vehicle parked in one of their reserved parking spaces, or obtain an updated print-out of their command's parking data contained in the NAVSUPPACT Norfolk database at any time by contacting the NAVSUPPACT Security Norfolk Parking Coordinator.

10. Action

a. The CO, NAVSUPPACT Norfolk has overall responsibility for parking on all NSA Complexes. This responsibility includes the creation of parking spaces and formulation of policies and procedures pertaining to parking.

b. The NAVSUPPACT Norfolk Parking Coordinator is solely responsible for the overall distribution, painting, and assignment of parking spaces and issuing of red NSA stickers for Flag/SES/CO's/CMC's and yellow NSA stickers to O-6 and GS-15; and the enforcement of this instruction.



Encl (1)

1601
Ser N1/

From: (Respective command)
To: Commanding Officer, Naval Support Activity, Norfolk
Attn: Parking Coordinator

Subj: APPOINTMENT OF TENANT COMMAND PARKING COORDINATOR

Ref: (a) NAVSUPPACTNORVAINST 5600.1B

1. Per reference (a), (Rank/Rate, Full Name) is hereby appointed as the Tenant Command Parking Coordinator (TCPC) for this command to administer and promote the parking program within this command and to serve as the single point of contact on parking matters.

2. (Name) is located in (Department), (Code), (Building), and can be reached at (Phone Number), or (email address).

(Signature)

Encl (2)

c. Each tenant command shall appoint a TCPC in writing using enclosure (2), and forward a copy of the appointment letter to the NAVSUPPACT Norfolk Parking Coordinator. Any change in TCPC personnel will require the same written requirement.

A handwritten signature in black ink, appearing to read 'C. P. Melcher', written in a cursive style.

C. P. MELCHER

Distribution: (NAVSUPPACTINST 5216.1S)

List: All Tenant Commands