

NAVSTABREMINST 5560.13B  
N3222  
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**NAVAL STATION BREMERTON INSTRUCTION 5560.13B**

From: Commanding Officer, Naval Station Bremerton

Subj: PARKING REGULATIONS

Ref: (a) OPNAVINST 5560.10B

Encl: (1) List of Parking Space/Area Type Designations  
(2) [Map of Parking Log Names and Areas on the Naval Station Bremerton Complex](#)  
(3) [Temporary Unusual Hours Parking Authorization Page 2 - Instructions](#)

1. **Purpose**. To establish Naval Station Bremerton (NAVSTA Bremerton) policy and procedures for assignment of parking on NAVSTA BREMERTON and Puget Sound Naval Shipyard (PSNS).
2. **Cancellation**. NAVSTABREMINST 5560.13A
3. **Scope**. This instruction applies to all military, civilians, military, and DoD retirees, visitors, contractors, and vendors operating motor vehicles on NAVSTA Bremerton and PSNS.
4. **Definitions**. Terms used in this instruction pertaining to parking policies are defined as follows:
  - a. **Car Pool**. A passenger vehicle normally designed and legally capable of transporting two or more passengers who work on the Naval Station complex and registered in accordance with this instruction.
  - b. **Contact Relief**. Certain positions (usually emergency services providers), such as 911 dispatchers, whose relief must be onboard the installation, in position and operating before the on duty employee maybe released. Many operations are carried on 24/7, but are not emergency service providers. CO, NAVSTA BREMERTON will determine which positions are designated contact relief.
  - c. **Customer**. Any authorized person with proper identification entering the installation to participate in recreational or other U.S. Navy sponsored activity, obtain services, or receive treatment in conjunction with U.S. Navy support functions.

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d. Executive. A Commanding Officer, Officer in Charge, Executive Officer, or Command Master Chief of ships or tenant commands at NAVSTA Bremerton or PSNS and civilian equivalents such as Regional Site Managers and other Organizational Directors. A limited number of other Senior Officer or civilian equivalents assigned to the current capacity of the Executive parking area.

e. Government Vehicle. A government owned or leased vehicle, operated to fulfill a mission requirement.

f. Handicapped Employee. An employee with severe, permanent, or temporary physical or mental impairment, which would adversely impact their ability to use NAVSTA Bremerton or public mass transportation due to crowded conditions, time constraints, or accessibility. For the purposes of parking, NAVSTA Bremerton follows the Washington State Department of Licensing guidelines for both permanent and temporarily handicapped employees.

g. Over-Subscription. The assignment of more vehicles than the number of parking spaces available. Over-subscription is a long-standing method of more efficiently managing parking lots. At any given time, 10-15% of all employees are absent due to annual leave, sick leave, travel, etc.

h. Principal Driver. The person who forms a carpool/van pool and is responsible for reporting all changes to the Parking Office.

i. Priority. The order in which CO, NAVSTA Bremerton has determined to fulfill parking requirements. The priority for parking at NAVSTA Bremerton is: Customer, Handicapped, Government Vehicle, Vanpool, Carpool, Executive, Single Occupancy Vehicle (SOV).

j. Seniority. Seniority is the method by which like groups on a waiting list are prioritized for parking assignment. Seniority will be based on years of Federal Service for Civil Service personnel, and Pay Entry Base Date for military members. When carpools are the subject of a waiting list, seniority will be the cumulative total years of Federal Service for all the members.

k. Temporary Unusual Hour Employee. An employee whose normal shift hours permit their participation in the Transportation Incentive Program (TIP), but whose hours of work are temporarily changed so that they are unable to participate in the TIP (vanpool or mass transit program) for a minimum of five days to a maximum of 120 days.

l. Temporarily Handicapped Employee. An employee who meets or is expected to meet the handicapped conditions per this instruction for a temporary period of not less than ten working days. For the purposes of parking, NAVSTA Bremerton follows the Washington State Department of Licensing guidelines for both permanent and temporarily handicapped employees.

m. Type. A specifically designated parking space, or group of spaces, that is designed for a specific purpose. Enclosure (1) is a list of parking space/area type designations. Enclosure (2) is map of parking lot names and areas on the NAVSTA Bremerton complex.

n. Van Pool. A passenger vehicle normally designed and legally capable of transporting 7 to 15 passengers who work on the Naval Station complex, registered in accordance with this instruction.

## 5. Policy.

### a. Assignment of Parking.

(1) Assignment of parking inside the CIA and Executive spaces assigned to PSNS will be controlled by the Industrial Security Officer C/1122.2. Assignment of parking in NAVSTA Bremerton lots will be controlled by NAVSTA Bremerton Parking Office.

(2) A priority list will be maintained for civilian personnel desiring parking or assignment to another parking lot. Priority will be based upon total years of Federal Service using the Service Computation Date (SCD). As lots become available, individuals at the top of the list will be offered parking in that lot, if it is listed as their preference. Once a person reaches their preferred lot, their name will be removed from the list. Vanpools/carpools shall be maintained on a priority list

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with the service of all riders cumulative for seniority. Access to priority lists will be made available for viewing and/or validation.

(3) New vanpools/carpools will be assigned parking ahead of SOVs. SOVs with current parking privileges will not be "bumped" or refused renewal in order to accommodate new vanpools/carpools. New vanpools are provided a marked parking spot on the installation in the lot of choice, if possible. New carpool passes will be assigned through attrition, as availability occurs, and spaces will be marked within a given area of any parking lot. Carpool spaces will be allocated at a rate of one space per each dayshift carpool.

(4) Temporary Unusual Hour Employees will be given a temporary pass (enclosure (3)), for a period lasting from five days to 120 days, depending on the length of the change in their working hours. This parking will be located in overflow parking and is subject to availability.

(5) Periodic review and parking lot audits will be conducted to ensure personnel are parking as assigned and metrics developed for parking improvement initiatives. Results of audits and/or reviews shall be provided to the unions representing bargaining units with employees employed within the Bremerton Naval Complex within 30 days of completion. Up-to-date parking assignment information will be provided upon request.

(6) Anytime permanent removal of spaces and/or lots occur, displaced individuals and/or carpools will be placed on the appropriate priority list, according to SCD, and assigned parking as it becomes available through attrition.

(7) If the membership of a carpool/vanpool changes, the pool may be maintained, as long as it continues to meet the criteria, by reporting the change within 14 calendar days.

b. Pier Parking.

(1) No contractor or Privately Owned Vehicle (POV) will operate on any pier without having a Pier Pass prominently displayed in the windshield of the vehicle. NO contractor or

POV will be left unattended on a NAVSTA BREMERTON pier with a ship present. Unauthorized and/or unattended vehicles will be issued citations and removed at the owner's expense.

(2) No taxicabs are allowed on any pier.

(3) Pier Passes for contractors are issued by the Pass and ID Office, Building 981. Passes will be issued for brief periods of time, normally for loading and unloading. When required, longer term parking for contractor support vehicles will be provided in as close proximity as possible. Requirements for longer term parking will be considered on a case-by-case basis.

(4) Assigned parking on each NAVSTA Bremerton homeport pier is designated for command government vehicles only and will be allocated among the Forces Afloat commands at each pier by the respective pier Senior Officer Present Afloat (SOPA). NAVSTA Bremerton will provide designated parking for the CO, XO, CMC, and any embarked Flag Officer or O-6 in close proximity to the pier.

(5) Executive Parking for ships berthed within the CIA will be assigned by the PSNS Industrial Security Officer Code 1122.2.

c. Parking Administration.

(1) All personnel, civilian, and military, assigned parking at NAVSTA BREMERTON or PSNS must have a valid Department of Defense (DoD) Decal affixed to their vehicle, vehicle insurance, and vehicle registration per reference (a).

(2) Falsification of parking applications/passes will be grounds for loss of base parking and/or driving privileges.

(3) In the event employees must be temporarily dislocated from their assigned lot, they will be notified at least five working days in advance, unless notification is not practical because of emergency repairs or events. These employees will be temporarily accommodated in overflow parking on a space available basis.

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(4) Disapproval of parking applications will have a written explanation provided. The applicant may appeal the decision to NAVSTA BREMERTON Security Officer or through the appropriate bargaining unit grievance procedure. In the case of parking under the cognizance of PSNS the appeal should be made to the Shipyard Security Director or appropriate bargaining unit negotiated grievance procedure.

(5) Unless specifically designated otherwise, any SOV or carpool space may be used after normal working hours on weekdays (1530-0530) and during weekends until day shift begins arriving Monday morning (0530) and on Holidays by any employee with a DoD decal, on a first-to-arrive basis.

6. **Responsibilities.**

a. The Bremerton Precinct Commander, Code N3222, will provide overall management and coordination of NAVSTA Bremerton parking policies and issues.

b. The PSNS Security Director, Code 1120, will provide overall management and coordination of PSNS parking policies and issues inside the CIA and for assignments of Shipyard executive level parking.

c. The Security Operations Division, Code N32221, will enforce parking regulations for all NAVSTA Bremerton parking areas. Code N3222P Parking Office personnel will assist in parking regulation enforcement.

d. NAVSTA BREMERTON Parking Office, Code N3222P will:

(1) Administratively control assignment of all parking, except for the CIA and Executive areas assigned to PSNS.

(2) Ensure appropriate customer parking in NAVSTA Bremerton is maintained.

(3) Assign government vehicle parking on NAVSTA Bremerton to meet operational needs.

(4) Assign Vanpool, Carpool, and SOV parking using the seniority and priority concepts of this instruction and the following general principals:

(a) Government and Vanpool spaces in each lot will be identified and assigned one for one. Over subscription may be used for Executive spaces.

(b) Over subscription will be used in assigning Carpool and SOV spaces within the remainder of a lot.

(c) Available SOV spaces in a lot will not normally be taken below 10% of the capacity of the whole lot.

(5) Conduct periodic database review and parking lot audits to ensure personnel are parking as assigned and develop metrics for parking improvement initiatives.

e. Industrial Security Officer, Code 1122.2 will:

(1) Administratively control assignment of all parking within the CIA. CIA parking assignments will be coordinated with the Staff Civil Engineering Division, Code 900SCE, to ensure there is adequate parking for heavy equipment, cranes, busses, etc.

(2) Assign Shipyard parking for government vehicles and official visitor vehicles to satisfy operational needs.

f. Personnel Assigned or Desiring Parking. Personnel will inform the Parking Office, Code N3222P, of any change to their parking status (i.e., loss of car pool members, change of work shift of the principal applicant, or if the parking pass is no longer being used/required, etc.) within 14 calendar days.

7. Procedures.

a. To Obtain Civilian Parking:

(1) Complete a Parking Assignment Application Record, and return to the NAVSTA Bremerton Parking Office in Bldg. 981.

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(2) If parking is not available, the employee(s) will be placed on a priority waiting list. The principal driver is responsible to keep the parking application on file up-to-date.

b. To Obtain Unusual Hour Employee Parking for employees participating in TIP: Employees wishing to obtain an Unusual Hour Parking Pass will complete the Prescribed Pass Form (enclosure (3)) and submit it to their immediate supervisor for endorsement. The employee will present proof of their present participation in the Transportation Incentive Program when submitting the request. Upon verification of the employee's eligibility, the supervisor will endorse the Unusual Hour Parking Pass, enclosure (3) for the period (five days to 120 days) that the employee is affected by the unusual hour assignment. The employee will display the pass and the TIP card on their dash. Pass holders are authorized to park in the designated area on the North end of the Montgomery Lot on a space-available basis.

c. To Obtain Military Parking: DoD Registration Decal serves as pass for designated military parking lots (Montgomery and building 1012).

d. To Obtain Fleet Deployed Parking: The Fleet Parking Lot at SUBASE Bangor is available for crewmembers of ships deploying 14 days or longer. Deploying units will:

(1) Provide the following information to Submarine Squadron 17 Admin located at SUBASE Bangor, phone number 396-6759:

(a) The ship's POC and telephone number.

1. Specific dates and times for delivery or removal of vehicles.

2. Number of parking spaces needed.

3. Approximate length of time parking is needed.

(2) Ensure a Fleet Parking Card (SUBASEBANGOR 5560-4) is completed for each vehicle.

(3) Post a representative (E-7 or above) on site whenever vehicles are delivered or removed for the lot.

(4) Include dates and times for vehicle removal in the LOGREQ message when returning to port.

b. Union Officials Parking: Union officials will be assigned parking as follows:

(1) BMTC. Four Executive Parking Passes. Two for "J" Lot, one for "G" Lot, and one for Decatur Ave.

(2) PEPS. Two Executive Parking Passes. One for "G" Lot and one for Decatur Ave.

(3) IFPTE. Four Executive Parking Passes. One for "J" Lot, one for "G" Lot, and two for Decatur Ave.

(4) IAM & AW. Two marked spaces in 288 lot.

(5) IAFF. One CR pass for "R" Lot.

f. Transportation System Bus Driver Parking. Twenty parking spaces will be set aside immediately inside the Missouri Gate for the Transportation Department's on base bus drivers. Two buses will be staged in these spaces overnight, and the arriving bus drivers will park their POVs and begin their route from this location in the mornings.

g. To Obtain Carpool and Vanpool Parking: Carpools (2-or more) and Vanpools (7-15 riders) must initially register with Kitsap Transit or one of the neighboring county Transportation systems as a Car or Vanpool. Upon receiving their placard, the placard must be taken to Pass and ID at building 981 for assignment into one of our parking lots. Carpools will be assigned an indicator to the carpool area in the lot of their choice when a space becomes available. Vanpools will be assigned an individual space in the lot of their choice as soon as space permits. If either car or vanpools don't get the lot of their choice, they will remain on the waiting list for the lot of their choice. Semi-annual renewal of car and vanpool placards is accomplished with the Transportation System by mail, and is not required at Pass and ID except when membership or principal driver assignment changes.

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7. **Handicapped Parking Accommodations.**

a. Locations. There are two areas on the installation marked for use by Handicapped employees. Approximately 20 spaces are located in "F" Lot just outside the Missouri Gate for Handicapped employees who are able to walk through the Missouri Gate and utilize the West End Bus System. The other area is a Centralized Handicapped-parking Area West of the FISC Building and is supported by the Base Transportation System, including ACCESS bus service for those that need it. These areas are expandable when necessary.

b. Parking Pass. For either Handicapped Parking area, a DoD decal for the vehicle is required, and a valid State-issued Handicapped License Plate or Handicapped Parking Placard (Permanent or Temporary) must be displayed.

c. Facility Support. NAVSTA Bremerton will support the Central Handicapped Lot with ACCESS transportation, appropriate lighting, handicapped accessible phones, a bus shelter and a port-a-john, and an elevated loading ramp for the ACCESS bus.

d. Overflow. Should any authorized user of the handicapped lots arrive and find the lot filled to capacity, they should overflow to a Carpool or SOV space in the immediate vicinity of the lot. They should then notify the Access bus driver or the Base Security Officer that lot expansion is necessary. Security will monitor the usage of the lot and adjust its size to support the Handicapped employee population.

d. ACCESS Bus Usage. The ACCESS buses are operated specifically to accommodate our employees who cannot use other forms of transportation due to their disability. Employees who assist a Handicapped employee may also accompany them on the ACCESS bus.

8. **Restricted Parking.**

a. Military Member Parking. Military member SOV parking is restricted to Montgomery Lot or the Building 1012 Parking Garage

unless specifically assigned parking as Handicapped, Executive, or vanpool/carpool.

b. Handicapped, Government Vehicle, Executive, Contact Relief, and Vanpool. These spaces are reserved 24 hours a day, seven days a week.

c. Customer Parking. Customer spaces are reserved for customer use as described in this instruction. Specific lots are marked 2 hour or 3 hour customer parking. Other activities use a placard to identify students from off base participating in an extended course and allowed to park in customer parking in excess of the posted time limit.

d. Motorcycle Parking. Motorcycle parking is available on Mahan St., Decatur Ave., along the FISC fence line, next to the base Barbershop, and in "J" Lot. A DoD decal is the only pass required to use these motorcycle parking areas.

e. Graveyard (Third) Shift Parking. Graveyard shift workers are allowed to park in either the Commissary Parking lot or the Navy Exchange parking lot. Transportation is provided to and from the Commissary Parking lot to support these workers. They may NOT park in other areas on the facility unless their working hours allow them to be gone by 0530.

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S. R. KREMER

**LIST OF PARKING SPACE/AREA TYPE DESIGNATIONS**

The following names, definitions, indicators, and designations have been used in this instruction and on the installation to identify types of vehicles and parking areas.

- BUS DRIVER - Transportation Department's on-base bus drivers.
- CAR POOL - A passenger vehicle normally designed and legally capable of transporting two or more passengers who work on the NAVSTA Bremerton complex.
- CONTACT RELIEF - Certain positions that require a relief to be onboard, in position, and operating before the on duty employee may be released.
- CUSTOMER - Any authorized person onboard to participate in recreational or other Navy sponsored activity, obtain services or receive treatment.
- EXECUTIVE - A Commanding Officer, Officer In Charge, Executive Officer, Afloat O-6, or Command Master Chief of ships or tenant commands and civilian equivalents such as regional site managers and organizational directors.
- FLEET DEPLOYED - Parking, located at Naval Submarine Base Bangor for crewmembers deploying for 14 days or longer.
- GOVERNMENT VEHICLE - Government owned or leased vehicle, operated to fulfill a mission requirement.
- GRAVEYARD SHIFT - Third shift employees who are allowed to park in the Navy Exchange and Commissary parking lots until 0800.

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- HANDICAPPED - An employee with severe, permanent or temporary physical, or mental impairment which impacts their ability to use mass transportation.
- MILITARY - A regular member of the Armed Services on active duty and Reserve members when in possession of ACDUTRA or mobilization orders.
- MOTORCYCLE - A two-wheeled motorized vehicle meeting the DOL registration requirements as a motorcycle. For parking purposes 3-wheeled cycles and motorcycles with a sidecar will be treated as full sized vehicles.
- SOV - Single Occupancy Vehicle. A passenger vehicle normally used to transport a lone individual to the installation.
- TEMPORARY UNUSUAL HOURS - An employee who participates in the Transportation Incentive Program (TIP) but whose hours are temporarily changed for a period of 5 - 120 days.
- UNION OFFICIALS - A limited number of assignments made in the Executive spaces.
- VAN POOL - A passenger vehicle normally designed and legally capable of transporting 7 to 15 passengers who work on the NAVSTA BREMERTON complex.

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**MAP OF PARKING LOT NAMES AND AREAS ON THE NAVAL STATION  
BREMERTON COMPLEX**

A map of the parking areas and their names is under development and will be provided in a future change to this Instruction. Additionally, an effort is being made to include the map on the NAVSTA BREMERTON and PSNS web pages.

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**TEMPORARY UNUSUAL HOURS PARKING PERMIT**

The following attachment may be used per the basic instruction and the directions on the bottom of the pass for TIP participants temporarily unable to use their regular transportation due to a temporary change in assigned working hours. Users may park in Montgomery Lot, North End, unless the lot has been closed to civilians due to military loading.