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NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
NSA/CSS POLICY 9-5



Issue Date: 19 October 2005
Revised:

(U) TRAFFIC AND PARKING

(U) PURPOSE AND SCOPE

(U//FOUO) This document pertains to the control of vehicular traffic and parking for NSAW, and applies to all persons who operate vehicles on NSA/CSS properties. Field sites are encouraged to coordinate and publish procedures that apply to their specific location. This policy shall not abrogate any applicable Federal, State, or Local laws.

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Associate Director
for
Installations and Logistics

Endorsed by
Director of Policy

Encl:

(U) Annex – Allocation and Assignment of Reserved Parking

DISTRIBUTION II

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(U) This Policy 9-5 supersedes Regulation 65-4, dated 14 January 2000.

(U) OPI: Logistics Services, LL, 977-7287s.

(U) No section of this document shall be released without approval from the Office of Policy and Records (DC3).

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(U) POLICY

1. (U//~~FOUO~~) Vehicle operators driving on NSA/CSS property shall drive carefully and safely at all times and shall comply with signals and directions of NSA/CSS Police Officers, Military Police, authorized traffic and parking personnel, and posted traffic and parking signs and markings. Drivers shall follow all parking guidelines listed in this policy.

2. (U//~~FOUO~~) All individuals assigned to, employed by, or detailed to NSA/CSS must register their privately-owned vehicles (POVs) via the on-line form available on the Agency's Intranet (URN: go transportation). This includes civilian, contractor, and military personnel. Vehicle owners must keep registration information current by updating the on-line form whenever there is a change (e.g. home address, organizational designator, etc.). Military personnel performing duty at NSA/CSS shall also register their POVs with the Fort Meade Post Vehicle Office, where they will be provided with a Fort Meade Post access decal. The CTC will provide Fort Meade Post access decals to civilians and contractors registering POVs in the on-line system. The instructions for picking up the decals are provided on-line after the registration form is completed.

3. (U//~~FOUO~~) Vehicles parked in violation of applicable rules and regulations may be ticketed or towed away at the owner's expense. Vehicles may also be towed from NSA/CSS parking areas in preparation for (or during) a special event or emergency, such as snow removal or construction site access.

4. (U//~~FOUO~~) All parking areas and spaces shall be designated and allocated giving first consideration to operational requirements, security, and safety. Parking spaces not officially designated as reserved or restricted shall be available on a first-come, first-served basis.

5. (U//~~FOUO~~) Handicapped Parking spaces are required under the Americans with Disabilities Act (ADA) and are designated for persons with permanent or long-term disabilities. Use of Handicapped Parking requires a CTC Handicapped Parking Permit. Employees with temporary, short-term medical conditions can apply for a CTC Medical Permit. Individuals must submit the appropriate application and supporting documentation to the CTC for both Handicapped and Medical Permits.

6. (U//~~FOUO~~) Parking permits may not be duplicated or used by anyone other than the person to whom the permit was issued. Because some types of permits require license tag information, individuals and organizations should notify the CTC as soon as possible of any changes to license tag information.

7. (U//~~FOUO~~) Ride Sharing and the use of public multi-passenger transportation are encouraged, and preferential parking for vanpools and carpools is provided, as specified in Executive Order 12191, Federal Facility Ridesharing Program (Reference a).

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(U) PROCEDURES

8. (U//~~FOUO~~) This policy prohibits parking contrary to posted signs and/or markings, parking in unauthorized locations or in reserved spaces without permission, parking in more than one space (including vehicles hauling trailers, boats, recreational or commercial vehicles), unauthorized overnight parking, and unauthorized use of parking areas for car repairs. This policy also prohibits parking in any manner which blocks entrances, driveways, walkways, handicapped ramps, loading zones, bus stops, roadways, safety and fire zones. This policy further prohibits parking within 15 feet of fire hydrants and intersections, and parking on islands, grass or newly seeded areas. In addition, this policy prohibits the storing of commercial vehicles, boats, trailers, recreational vehicles, or POVs on property used or leased by NSA/CSS.

9. (U//~~FOUO~~) Parking spaces/areas not officially designated as reserved parking are considered open parking and may be used by all personnel. General parking is available to all NSA/CSS personnel on a "first come, first served" basis. Specific criteria and procedures for reserved parking are specified in the Annex to this Policy.

10. (U//~~FOUO~~) Reserved parking permits are required for all vehicles parked during posted hours in areas specifically designated as reserved. Permits must be clearly displayed, either on the driver's side dashboard or suspended from the rear view mirror, with the printed side of the permit clearly visible through the front windshield.

11. (U//~~FOUO~~) All reserved parking permits will include expiration dates, and individuals and organizations are responsible for renewing parking permits prior to their expiration. Displaying an expired permit will result in a parking citation.

12. (U//~~FOUO~~) Lost, stolen, damaged, or destroyed permits must be reported to the CTC as soon as possible. A note from the permit holder cannot be used in lieu of a permit. Individuals who have forgotten their reserved parking permit must park in general parking. Permit holder(s) must complete a Lost or Stolen Report Form, available on the Agency Intranet (URN: go transportation) to request a replacement. If the permit was stolen while the vehicle was parked on NSA/CSS property, the permit holder must notify the NSA Police.

13. (U//~~FOUO~~) All parking permits are the property of the U.S. Government. Counterfeiting, altering, duplicating or misusing permits is a violation of Title 18, United States Code (Reference b). This includes providing false information (such as misrepresentation of carpool membership), altering or duplicating permits, or using altered/duplicated permits. Any such violations will result in penalties as specified in NSA/CSS Personnel Management Manual, Chapter 366, "Personal Conduct," and the Appendix, "Recommended Range of Penalties for Stated Offenses" (Reference c).

14. (U//~~FOUO~~) Overnight parking is authorized only in areas designated by the CTC, and must be documented with an Overnight Parking Request Application, available on the NSA Intranet (URN: go transportation). Vehicles parked in excess of 18 hours without prior

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authorization shall be considered abandoned and one of the following actions will result:

a. (~~U//FOUO~~) At the NSA/CSS Fort Meade Complex, vehicles determined to have been abandoned will be processed in accordance with U.S. Army and Fort Meade Traffic and Parking Regulations. The vehicle will be ticketed upon discovery, and after 72 hours, towed by the Military Police or the Fort Meade Department of Army Police to the Fort Meade Central Storage Lot to be held until final disposition.

b. (~~U//FOUO~~) Vehicles determined to have been abandoned at the NSA/CSS FANX or National Business Park (NBP) Complex will be brought to the attention of the Anne Arundel County Police for appropriate action. Vehicles at the Columbia Annex (CANX) complex will be brought to the attention of the Howard County Police for appropriate action.

15. (~~U//FOUO~~) If a vehicle becomes inoperable while on NSA/CSS property, the operator must notify the CTC and the NSA Police as soon as possible. Repairs of an emergency nature are permitted, but any delay in removal of the vehicle from Agency parking areas must be coordinated with the CTC and the NSA Police. Vehicle owners who need assistance from emergency repair providers must make arrangements with the Security Operations Center (SOC) for those repair personnel to be admitted onto NSA/CSS-controlled property. Use of parking facilities for routine service or non-emergency repairs is prohibited.

(U) RESPONSIBILITIES

16. (~~U//FOUO~~) The Chief of Logistics Services (LL) shall be responsible for the NSA/CSS Traffic and Parking Program, to include providing civil engineering support, facilities and road maintenance, traffic engineering, erecting appropriate traffic control devices and signs, and conducting paint work for roadways and parking areas.

17. (~~U//FOUO~~) The Chief, Transportation Services (LL2) shall:

- a. (U) Establish, staff, and operate the Commuter Transportation Center;
- b. (U) Establish procedures in conjunction with NSA/CSS elements and the NSA Police to execute the NSA/CSS Traffic and Parking Program; and
- c. (U) Notify the Chief, Military Personnel of military members who violate these provisions.

18. (~~U//FOUO~~) The Associate Director for Security and Counterintelligence (Q) shall:

- a. (U) Investigate incidents with security implications arising from the provisions of this Policy;

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b. (U) Issue Violation Notices for the U.S. Magistrates Court for parking and traffic violations occurring on NSA/CSS property; and

c. (U) Coordinate accident investigation activities with Fort Meade Military Police or Fort Meade Department of Army Police and appropriate local police agencies.

19. (U//~~FOUO~~) NSA/CSS supervisors and managers shall ensure that:

a. (U) Employees are familiar with the provisions of this policy;

b. (U) All permits are used properly;

c. (U) Administrative action is initiated for employees who continue to violate this Policy; and

d. (U) To the maximum extent possible, employees are given work schedules that facilitate participation in carpools, vanpools, and other means of group transportation.

20. (U//~~FOUO~~) NSA/CSS employees and operators of vehicles on NSA/CSS property at Fort Meade, FANX, and other NSA/CSS property shall:

a. (U) Comply with the provisions of this Policy;

b. (U) Report to the NSA Police in a timely manner any accidents, instances of damage or acts of vandalism to vehicles on Agency property, or safety concerns which may come to their attention; and

c. (U) Report misuse of parking entitlements to the CTC.

(U) REFERENCES

21. (U) References:

a. (U) Executive Order 12191, "Federal Facility Ridesharing Program," dated February 12, 1980.

b. (U) Title 18 United States Code, Section 499.

c. (U) NSA/CSS, Personnel Management Manual, Chapter 366, "Personal Conduct," dated 9 June 2005.

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(U) ANNEX

(U) ALLOCATION AND ASSIGNMENT OF RESERVED PARKING

1. (~~U//FOUO~~) The following procedures and standards will apply for the assignment of reserved parking spaces/areas:

a. (~~U//FOUO~~) Reserved Parking Spaces – Specific numbered parking spaces are assigned by the CTC to civilians in the Defense Intelligence Senior Executive Service (DISES), the Defense Intelligence Senior Level (DISL), or military personnel in the rank of 06 and above. These spaces are reserved 24-hours a day, 7 days a week.

b. (~~U//FOUO~~) Reserved Parking Areas – Parking areas (not individually assigned) will be allocated and designated to provide reserved parking accommodations for:

- 1) Civilians in grade GGD-15;
- 2) Official government owned or leased vehicles;
- 3) Organizations having operational work-related parking requirements;
- 4) Discretionary permit holders;
- 5) Vanpools and carpools properly registered with the CTC;
- 6) Motorcycles and other motorized two-wheeled vehicles; and
- 7) VIP visitors to NSA/CSS from the private sector or other government agencies.

2. (~~U//FOUO~~) Senior Executive Parking

a. (~~U//FOUO~~) Reserved individual numbered parking spaces will be assigned to NSA/CSS personnel in the DISES/DISL or military personnel in grades 06 and above. These spaces will be reserved 24 hours a day, 7 days a week. Permits must be displayed. DISES/DISL personnel may also use these permits in “Carpool,” “Executive/Medical,” or “Work Related” areas. DISES/DISL personnel may allow other individuals to park in their designated space with their DISES/DISL permit during their absence; however, the individual may not use the permit in any other reserved area.

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b. (~~U//FOUO~~) Spaces are assigned in accordance with official NSA/CSS rosters. Newly promoted or reassigned DISES/DISL personnel should contact the CTC via the LL21 web page (URN: go transportation).

c. (~~U//FOUO~~) DISES/DISL personnel visiting other NSA/CSS complexes may use Senior Executive Visitor parking spaces on a space available basis. Contact the CTC for the locations of these spaces. A DISES/DISL designated numbered space may only be reassigned to another individual by the CTC.

d. (~~U//FOUO~~) Permits issued for a specific space number at one campus, (e.g., FANX) will not entitle personnel to park in the same reserved space number at another location (e.g., Fort Meade). It is the responsibility of personnel transferring from one site to another to obtain a valid permit for the new location.

3. (~~U//FOUO~~) Executive Parking

a. (~~U//FOUO~~) Reserved parking permits for designated Executive/Medical areas are issued to NSA/CSS personnel in grade GGD-15. When Executive/Medical areas are full, these permits are valid in areas posted "Carpool," or "Work Related."

b. (~~U//FOUO~~) Permits are issued in accordance with official NSA/CSS rosters. Newly promoted GG-15s can apply for a permit by completing Form P4675B via the LL21 web page.

4. (~~U//FOUO~~) Handicapped And Medical Parking

a. (~~U//FOUO~~) Handicapped Parking Permit: Employees with a valid State handicapped certification must apply for an Agency Handicapped Parking Permit (URN: go transportation). Vehicles parked in designated Handicapped Parking spaces that do not display an Agency Handicapped Permit will be ticketed, even if they have handicapped license plates or a hanging State permit.

b. (~~U//FOUO~~) Medical Parking Permit: A Medical Parking Permit will be issued for up to three months to those individuals who provide detailed medical documentation from a licensed Physician and submit a Medical Parking Permit application (URN: go transportation). No extensions will be provided beyond 90 days. Should employees have a need for medical parking beyond 90 days, they must follow the procedures in paragraph 4.a., "Handicap Parking Permit."

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UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~5. (U//~~FOUO~~) Carpool and Vanpool Parking

a. (U//~~FOUO~~) Reserved Carpool Parking Permits may be issued to any carpooling group comprised of three or more members who commute from their residence(s) on a continuing basis to any NSA/CSS facility. Carpoolers must submit Form P84460, "Carpool Parking Permit Application," to the CTC (URN: go transportation). Carpool applications with divergent addresses or shift information will be cause for the CTC to request further justification or deny the application. A regular member is one who participates in a carpool daily (a minimum of four days out of five), except for periods of authorized absences, as determined by the CTC, not to exceed 30 days. A member may not be included in any more than one official carpool at any given time. In addition, individuals with other reserved parking entitlements may not be counted as one of the three required carpool members. Only one permit will be issued per carpool, it must be displayed during posted hours, and it may be rotated among the members. Carpool Permits are not valid in any other reserved area. Carpool Permits must be returned to the CTC within five working days of the date on which the carpool membership drops below the prescribed minimum of three members.

b. (U//~~FOUO~~) Reserved Vanpool Parking Permits may be issued to vanpools that consist of eight or more members who commute to work on a continuing basis to any NSA/CSS facility. The vanpool coordinator must submit a Vanpool Information Sheet and passenger roster to The CTC. The Vanpool Permit must be displayed when parking the vehicle in authorized vanpool-reserved areas during the posted hours. Vanpool Permits are authorized to use Carpool, Exec/Med or Work-Related parking if vanpool spaces are not available. If membership drops below the prescribed minimum of eight, the vanpool permit must be turned in to the CTC within five working days.

6. (U//~~FOUO~~) Work Related Parking

a. (U//~~FOUO~~) Work Related Parking Permits are used to support only operational, mission-essential travel and will not be authorized for convenience or close-in daily parking. Employees are to make maximum use of shuttle buses and other Government transportation. Irregular or abnormal duty hours are not sufficient justification for Work Related Parking Permits, except under extremely unusual situations approved on a case-by-case basis by the ADIL. The following guidelines may justify a Work Related Permit:

- 1) Transportation of bulky and/or heavy equipment between buildings;
- 2) Transportation of classified material by officially designated couriers when timeliness and immediate response are factors; and
- 3) Individuals who receive personal mileage for regular use of privately owned vehicles.

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b. (~~U//FOUO~~) More Work Related Permits may be issued than there are parking spaces; therefore, receipt of a permit does not guarantee a parking space. Work Related Permits are not valid in any other reserved parking area. All vehicles displaying a Work Related Permit must be registered with the CTC.

c. (~~U//FOUO~~) Work Related Permits are provided to each Directorate/Associate Directorate annually through a designated representative, and are distributed internally as each organization's management sees fit. No additional permits will be issued after the initial allocation. Directorate/Associate Directorate representatives will be notified of renewal prior to the expiration date of permits.

7. (~~U//FOUO~~) Discretionary Permits

a. (~~U//FOUO~~) A limited number of Discretionary Permits valid in designated numbered spaces or Executive/Medical areas will be issued to each Directorate/Associate Directorate annually.

b. (~~U//FOUO~~) The number of permits allocated will be determined by the number of employees in the organization. ADIL is the final approving authority. The permits may be assigned to individuals at the Directorate/Associate Directorate's option as awards, in recognition of special assignments, unusual work hours or similar work related objectives.

8. (~~U//FOUO~~) Government Vehicle Parking

a. (~~U//FOUO~~) Official Government owned and leased vehicles must be registered with the CTC. These vehicles may park with a valid CTC Government Vehicle Permit or Government License plate in reserved parking areas specifically posted "Official Government Vehicle Parking Only."

b. (~~U//FOUO~~) Organizations must submit a written request to the CTC to obtain a Government Vehicle Permit. The request must include organization, license tag information, type of vehicle, point-of-contact, building location and telephone number. Government vehicles with CTC Government vehicle permits or Government vehicles with official Government license plates (not State license plates) may park in Executive/Medical, Carpool or Work Related areas when Government vehicle spaces are full.

9. (~~U//FOUO~~) Motorcycle Parking

(~~U//FOUO~~) Motorcycles and other motorized two-wheeled vehicles must be registered with the CTC. Operators of motorcycles are to park in spaces designated "Motorcycle Parking Only." In the event these spaces are full, operators may park in any unreserved spaces.

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10. (U//~~FOUO~~) Visitor Parking

a. (U//~~FOUO~~) Visitors may park in open parking outside the 300-foot fence line in the N10 lot (near Vigilance Park) or the Colony 7 area. There are also a limited number of designated spaces for visitors at the Visitor Control Center (VCC) and for applicants at FANX 1. The Visitor Control Center and applicant parking spaces are strictly for visitors to the Agency, not employees or individuals with retention badges. Individuals who are issued a one-day visitor badge on a regular basis are not considered visitors and must park in open parking.

b. (U//~~FOUO~~) Executive Visitor (VIP) spaces are available to DISES/DISL or equivalent and military in the rank of O-6 or above if the sponsoring organization coordinates in advance with the Director's Protocol staff. The Director's Protocol Staff will then ask CTC to assign the VIP parking in a specific parking space or area.

11. (U//~~FOUO~~) Permanent Change of Station (PCS) Parking

(U//~~FOUO~~) The CTC will issue 30-day Executive/Medical parking permits to individuals returning from, or going to, a PCS assignment. Individuals need to submit a Request for a 30-Day Temporary Parking Pass (URN: go transportation) to the CTC along with a copy of their PCS orders. No extensions will be provided beyond 30 days.

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