



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Parking and Garage Management Policy

Instruction 5526

(SEC)

RECEIVED DEC - 1 2017

This Instruction implements the Uniformed Services University of the Health Sciences (USU) parking policy for all motor vehicles, bicycles and management of the USU garage.

A. Purpose.

This Instruction reissues USU Instruction 5526 and initiates policy for motor vehicle parking on the USU main campus.

B. Reference. See *Enclosure 1*.

C. Applicability.

This Instruction applies to all personnel employed, assigned, volunteering or visiting the USU main campus.

D. Policy.

Naval Support Activity Bethesda (NSAB) maintains jurisdiction over the control of parking on the installation. The USU President and Director of Security will ensure that policy and procedures set forth in NSAB instructions are enforced.

E. Responsibilities.

NSAB enforces parking policy for the installation while USU manages the main campus parking garage.

1. President, USU:

- a. Approves USU parking policy and guidance.
- b. Approves allocation plan of parking tags and placards to each Responsibility Center (RC).

2. Chief of Staff:

- a. Serves as final adjudicator of disputed issues.

b. Maintains liaison with the Base Commander advising him/her on USU parking concerns.

3. Director of Security:

a. Oversees, manages and enforces USU parking policy and guidance.

b. Meet with the USU Chief of Staff and Parking Champion and the Chair of USU Parking Committee on operations and management of USU campus parking on an as needed basis.

c. Maintains liaison with the NSAB Security and Transportation departments regarding USU parking issues and concerns.

4. Parking Champion:

a. Will be the Security Department's Master at Arms.

b. Maintains routine liaison with NSAB Security Office regarding USU parking issues and concerns.

c. Creates and manages the USU parking tag database in coordination with the RCs and the Office of the Chief of Information Officer, using existing enterprise database systems, as well as manage/approve visitor and temporary parking pass distribution.

d. Manages the USU parking garage spaces and notifies the supervisor of an employee who is violating USU and NSAB parking regulations.

5. Responsibility Centers (RCs): Manage the USU parking tag assignment, and re-assignment, of their respective allocation of parking tags within their assigned RC. RCs will have to complete "Green Parking Permit Transfer/Issue form" (see Enclosure 4) and submit to Security Department's Master at Arms for action. RCs will ensure the Security Department's Master at Arms is updated with changes to tag distribution to ensure data base tracking system is current. Ensures all required information is updated and submitted to Security prior to distribution of parking tags. RCs will review and approve visitor parking requests prior to submission to Security using the Parking Workflow system. RCs will also manage, review and approve/disapprove temporary parking placard requests within their assigned RC.

6. USU Parking Committee:

a. The purpose of this Committee is to provide recommendations to the Committee Chair who will meet on a quarterly basis with the USU Chief of Staff and Director of Security on the operation and management of the USU parking garage.

b. The Committee Chair rotates between the RCs represented on the Committee.

c. The Committee is comprised of a representative from the Faculty Senate and a representative from each of the RCs, all of whom will represent faculty, staff, and students in their respective area of responsibility.

F. **Procedures**. See *Enclosure 2*.

G. **Effective Date**. This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "RW Thomas".

Richard W. Thomas, MD, DDS, FACS
President

Enclosure:

1. References
2. Procedures
3. Bicycle Parking Policy
4. Green Parking Permit Transfer/Issue Form
5. Vehicle Registration Form
6. Rainbow Parking Map
7. Report of Lost or Stolen Parking Control Device NSA Bethesda (NSAB)

REFERENCES

1. USU Instruction 5526, "Parking and Garage Management Policy," dated September 18, 2013 (Cancelled).
2. NAVSUPACT Bethesda Instruction 5560.1A, "Parking Management for Naval Support Activity Bethesda," dated September 28, 2017.

PROCEDURES

1. Individual Parking Tag Allocation and Management.

USU receives an allotment of parking tags from NSAB based on the ratio of University employees compared to the total number of employees on the entire installation. USU leadership then determines the number of individual parking tags allotted to each USU RC. RC tag allocation is based on the number of assigned full-time Federal Government employees (staff, researchers, and faculty) and the RC mission. A separate tag allocation will be assigned to the students. USU Security Office will monitor garage utilization to advise the USU President on the total number of individual and car pool tags to be issued with the goal of optimizing garage utilization while avoiding overflow situations.

Parking tag allocation standards are established by each RC, with the President's office having oversight to ensure similar practices across RCs. RCs should establish reasonable criteria that support their unique missions while striving to accommodate individual circumstances when possible. Alternative transportation methods such as car-pooling, walking, biking, and public transportation must be encouraged. Alternate work schedules and teleworking are potential strategies to reduce the demand on the parking garage.

RCs have full authority to approve individuals for parking tags within respective centers. RCs are responsible for maintaining their parking tag allocation lists within the centrally established USU database, as well as for updating the database on a semi-annual basis. Individuals are required to turn in their hang tags to the Security Office upon out processing. The Security Office will retain turned in parking tags until the "RC" provides the name of the new tag holder. Once the required forms (see Enclosure 4 and 5) have been filled out and submitted, the Security Office will issue the transferred tag to the new member.

All vehicle information should be updated when necessary to ensure vehicles driven onto the base are registered to the appropriate tag.

2. Car Pools.

A USU car pool group requires a minimum of two members. All members must be employed full time within the NSAB installation or be a full time student, physically present on the NSAB installation. Students shall not enter in official car pool arrangements with faculty. If you receive the metro subsidy from the government then you are not allowed to car pool. Individuals identified in violation of this policy may have both the government metro subsidy and/or USU parking tag revoked. USU Security will designate spaces restricted to car pool tag holders from 0500-0930. Car pool spaces open after 0930 may be utilized by individual parking tag holders.

All car pool members must regularly (at least 3 days a week) ride in the car pool to and from USU. All car pool members must adhere to their responsibilities as follows:

a. Car pool members are responsible for the accuracy of car pool member information. Using false or incorrect information to obtain or maintain a parking tag will result in revoking the tag holder's parking privileges.

b. Car pools are subject to random verification of information and participation. If USU Security determines that a member has left a car pool (resulting in only one remaining registered participant for that particular car pool) for more than 20 working days (other than leave or TDY not to exceed 20 days), their tag shall be revoked.

c. When car pool membership falls below the required minimum, the remaining car pool members will be afforded 20 working days to acquire a replacement member. The new car pool member will report to the Security Office to complete a new car pool application. At the end of the 20 day period, the car pool tag shall be revoked if not updated and the parking tag shall be turned in to USU Security. Failure to turn in the parking tag will result in revocation of carpool parking privileges.

d. When carpool members are on alternate work schedule days, leave, or TDY, the carpool members utilizing the parking tag is required to submit prior email notification to usuparking@usuhs.edu.

3. Temporary RC Managed Parking Placards:

A limited number of temporary parking placards will be assigned on a percent population basis to each RC for their judicious use and limited issuance to personnel who have not been assigned a parking tag. The RCs will maintain a common Google spreadsheet, developed by OCIO, depicting the allocation of their parking placards that can be viewed by the USU Security Office at any time. Temporary placard holders are subject to the same rules, regulations, and guidelines set forth by this parking policy, as parking tag holders. The purpose of the pass is to:

a. Provide a temporary parking solution for personnel newly arriving at USU, while alternate means of transportation or parking are being evaluated by the recipient. This pass will not exceed two weeks in length.

b. Provide temporary parking in case of physical impairment that precludes use of public transportation (crutch or wheelchair use, for example).

c. Provide temporary parking for other circumstances on a case-by-case basis, as determined appropriate by the RC, provided spaces are available. A temporary pass will not exceed thirty days. Temporary passes can be renewed from their original duration, depending on circumstances, however, individuals will generally not be on a temporary pass for longer than ninety days.

4. Visitor Parking Pass:

A visitor pass shall be issued to official visitors of USU, as requested by the RCs. Visitors, when authorized, are encouraged to park in the designated USU visitor parking spaces. Visitor passes are to be requested through the RC representative, and the requests then submitted to USU Workflow via <https://workflow.usuhs.edu>. All parking requests must be received NLT 24 hours prior to the expected visitation. Requests received within the 24-hour window will not be reviewed until the next business day, thereby jeopardizing access to the parking garage for those visitors scheduled to visit the next business day. Last minute requests should be avoided, but when necessary such requests must be submitted directly to the Security Office for approval.

USU staff, faculty, and students (military, civilian, and contractor) that utilize alternate means of transportation may request a visitor pass through their RC for up to six days per calendar month but each request should not exceed more than two consecutive days. The RC is responsible for the tracking of these exceptions. Visitor pass holders are subject to the same rules, regulations, and guidelines set forth by this parking policy, as parking tag holders.

5. Tag Sharing:

In an effort to maximize the utilization of the garage and the hang tags distributed, tag sharing will be permitted. All individuals sharing a hang tag and their vehicles must be registered with both USU and NSAB. Along with the hang tag a paper pass will be issued by the Security Office listing all registered drivers. The paper pass should be displayed on the dash to ensure entry into the garage.

6. Hours of Enforcement.

Permitted parking will be enforced at USU, as well as on the NSAB installation, between the hours of 0500 to 1400 (Monday through Friday).

a. During this time you must have an assigned NSAB individual parking tag, car pool tag, handicapped tag, temporary parking placard, or visitor pass issued by the USU Security Department.

b. Temporary parking placards and visitor passes can only be used in the USU green hang tag parking lots.

c. Authorized vehicles must park in designated parking spaces only.

d. The USU garage will be secured at 1900, the lower levels of the parking garage will not be used and barricades will be in place unless overflow conditions require the use of the lower parking levels.

e. Individuals needing to park overnight in the garage on a recurring basis to conduct official duties will be required to pre-register with Security. Once complete they will be issued a specially designed overnight placard with an extended expiration date by the Security Office.

7. Drivers with Disabilities.

Drivers with a state issued handicapped placard or handicapped tags are authorized to park in any reserved handicapped space on the installation. Handicapped parking placards and tags must be registered to the individual USU driver.

a. It is illegal to use another person's placard to park in handicapped parking.

b. Since personnel in possession of a state issued handicap placard/tag are authorized to park in the USU garage, USU will not issue this category of personnel a USU parking hang tag or placard.

c. USU or visiting handicapped personnel that are unable to find an available handicapped parking space are asked to check with the guard in the booth at the entrance to the USU garage for assistance.

d. USU handicapped personnel must have an assigned NSAB parking tag to park in a non-handicapped parking space on the NSAB.

8. **USU Clinic Parking.**

Personnel visiting the USU Clinic have reserved parking spaces. The guard in the booth at the entrance of the USU garage will direct clinic visitors to the designated reserved spaces.

9. **Rainbow Parking.**

Rainbow parking will be authorized between 1100-1400 (Monday through Friday) except for reserved parking, handicapped parking, and patient parking. During these hours, vehicles with an assigned NSAB parking tag of red/green/purple or carpool placard holder can park in designated rainbow parking lots across the installation (See Enclosure 6).

10. **Open Parking.**

Open parking is authorized installation-wide from 1400 to 0500 (Monday through Friday, all day on weekends, and Federal holidays). During this time no NSAB parking tags are required. All parking must still occur in legal parking spaces.

11. **Motorcycle Parking.**

Motorcycles shall be parked in designated motorcycle parking areas within the USU garage. No parking tag is required. Drivers will follow all NSAB motorcycle regulations.

12. **Bicycle Parking.** See Enclosure 3

13. **Parking during TDY/Leave.**

Due to the limited number of spaces in the USU garage, personnel shall not leave their vehicles parked in the garage while on leave or TDY.

14. **Lost or Stolen Parking Tag.**

Please follow the process below to obtain a replacement parking tag:

a. If a parking tag is lost or stolen, the tag owner must report it to the USU Security Department's Master at Arms and pick up a Report of Lost or Stolen Parking Control Device - NSAB form (*see enclosure 7*).

b. Complete the NSAB form and then proceed to the NSAB Base Police (Security Department) located at Building 17 and make a voluntary statement of loss.

c. Return to the USU Security Office with a copy of the filed form and a completed copy of the Lost/Stolen NSAB report. The NSAB form will then be endorsed by the USU Security Office.

d. Proceed to Building 102 on NSAB for issuance of new parking tag.

e. Inform your RC parking POC and the USU Security Office of your new parking tag number.

15. Electric Vehicle Charging.

The only legal charging stations are located in Building 33 garage in front of the NEX.

16. Violation Policy.

In addition to tickets, citations, and other actions described in the NSAB parking policy, violation of the USU parking policy will result in the following actions by the USU Security Office:

a. First Offense: Written notification to parking tag holder & supervisor.

b. Second Offense: Revocation of parking privileges for 30 days.

c. Third Offense: Written notification to the USU President for recommendation on further actions, to include possible permanent revocation of parking privileges.

17. Questions or Concerns.

If you have any questions or concerns related to parking or the current policy, please send them to usuparking@usuhs.edu. The USU Parking Champion will do his/her best to answer in a timely manner.

University Bicycle Parking Policy

This University bicycle policy applies to all personnel that operate a bicycle on the USU campus pertaining to daily use and bicycle parking.

1. General Rules of Operation.

a. Storing in Office or University Buildings. An operator shall not take a bicycle inside any University building for daily or long-term storage. All bicycles must be parked at the daily bike rack located on campus.

b. An operator may ride a bicycle on a bicycle path, sidewalk, or roadway. An operator shall not ride the bicycle while in the University courtyard.

2. Parking of Bicycles.

a. When parking the bicycle on campus, operators shall only attach the bicycle to a designated bicycle rack.

b. The USU bike racks are for daily use only and are not to be used for long-term storage of any bicycle.

c. Bicycle locks may be left on the USU bike racks only if the cyclist is using the lock on a daily basis. Unused bicycle locks left longer than a week on the bicycle rack will be removed by the USU Security Office.

d. USU will exhaust all reasonable means to identify owners of bicycles left on our bicycle racks for greater than 60 days, at which point the bicycles will be considered abandoned property and the USU leadership will use their discretion to properly dispose of the bicycles.

e. Bicycles shall be parked on campus at places clearly designated by the presence of bicycle racks. Specifically, a bicycle must not be parked in automobile parking spaces; on lawn areas; shrubs or flower beds; streets; driveways or in any building. This also includes sidewalks, trees, all hand railing, light poles, entrance ways to buildings, or places that hinder pedestrian travel. In the event a bicycle rack is full, the bicycle may be parked upright in the general vicinity, provided it does not impede pedestrian traffic.

f. Any bicycle parked at any location of USU shall be parked at the risk of the owner, and should be locked at all times when unattended.

3. Violation of Policy.

Violation of bicycle policies stated above can result in operator losing all bicycle privileges on the USU campus.



**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
GREEN PARKING PERMIT TRANSFER / ISSUE FORM**

PLEASE PRINT ALL INFORMATION

Check One

Initial Issue ☐

Transfer ☐

Green Parking Permit No. _____

OLD HOLDER:

FULL NAME: _____

DEPARTMENT: _____

STAFF TYPE: _____
(ML, CIV, CTR)

POSITION TITLE: _____

NEW HOLDER:

FULL NAME: _____

DEPARTMENT: _____

STAFF TYPE: _____
(ML, CIV, CTR)

POSITION TITLE: _____

FORM MUST BE AUTHORIZED BY DEPARTMENTAL RESPONSIBILITY CENTER AND USU SECURITY

Department AO or Chair Signature: _____ Date: _____

USU Parking Champion Signature: _____ Date: _____
(USU Security)

In accordance with USU Instruction 5526 "Parking and Management Policy" and NSAB Instruction 5560.1A "Parking Management for Naval Support Activity Bethesda", all military, civilian, contract personnel with assigned staff parking permit must properly register their privately owned vehicle with USU Security and NSAB Pass and ID Office.

USU FORM 5526 / 2 SEC



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
VEHICLE REGISTRATION FORM

Applicant Information

| | | |
|--|-------------------------------|------------------------------|
| 1. Last Name | 2. First Name | 3. Middle Initial |
| 4. USUID No. | 5. CAC Expiration Date | 6. Staff Type (ML, CIV, CTR) |
| 7. Department | 8. Rank / Rate | 9. Job Title |
| 10. Work Phone | 11. Mobile Phone | 12. Work Email Address |
| 13. Are you receiving Mass Transit Benefits? <input type="checkbox"/> YES <input type="checkbox"/> NO | 14. State of Driver's License | 15. Driver's License No. |

Vehicle Information

| | | | | |
|------------------|------------------|----------------------|---------------------|-----------|
| Vehicle 1 | 16. VIN # | 17. Color | 18. Make | 19. Model |
| | 20. Vehicle Year | 21. State Registered | 22. License Plate # | |
| Vehicle 2 | 23. VIN # | 24. Color | 25. Make | 26. Model |
| | 27. Vehicle Year | 28. State Registered | 29. License Plate # | |
| Vehicle 3 | 30. VIN # | 31. Color | 32. Make | 33. Model |
| | 34. Vehicle Year | 35. State Registered | 36. License Plate # | |

PRIVACY ACT STATEMENT

Title 5 of the U.S. Code authorizes collection of this information. The primary use of this information is by management and by the Security Office. This information may be used for granting parking privileges. Additional disclosures of the information may be used for statistical purposes and in the course of a lawful investigation.

I have read the Privacy Act Statement and I certify that all the information I have provided on this form is correct.

 Signature of Applicant

 Date

FOR USU SECURITY USE ONLY

| | | | |
|--|------------|-----------------------------------|------|
| Parking Permit Type <input type="checkbox"/> Green <input type="checkbox"/> Carpool | Permit No. | Entered into Parking Database by: | Date |
|--|------------|-----------------------------------|------|

USU FORM 5526 / SEC







UNMARKED PARKING AREAS
ARE PROTECTED AND
RESERVED FOR VISITORS,
LODGING, AND RETAIL USE

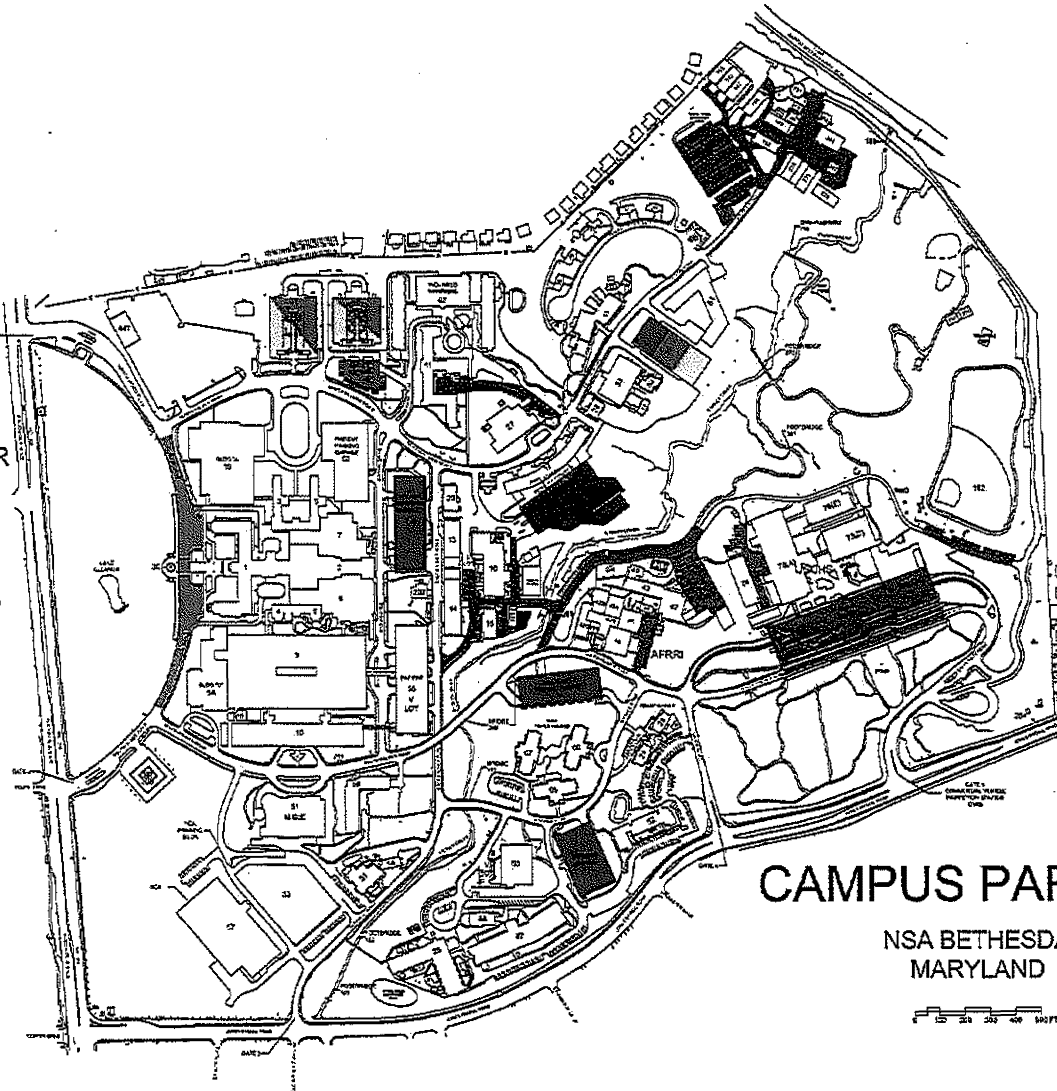
PARKING ELIGIBLE WITHIN
AREAS DESIGNATED UNLESS
OTHERWISE INDICATED BY
RESERVED PARKING SIGNS

CARPOOL/VANPOOL PARKING
AVAILABLE IN B54

RAINBOW PARKING
APPLICABLE POST 0900.
RAINBOW PARKING ALLOWS
ANY RED, GREEN, PURPLE, OR
CARPOOL PLACARD HOLDER
TO PARK WITHIN ANY RED,
GREEN OR PURPLE PARKING
SPACE POST 0900. RAINBOW
PARKING DOES NOT APPLY TO
ORANGE, BLUE OR YELLOW
PLACARDS OR PARKING
LOCATIONS

LEGEND

| | |
|---|-------------------|
|  | WRNMMCB |
|  | USU & AFRR1 |
|  | ALL OTHER TENANTS |
|  | ORANGE |
|  | WOUNDED WARRIOR |
|  | BARRACKS LODGING |



NSABETHINST 5560.1B
SEP 8 2017

NSA BETHESDA (NSAB) REPORT OF LOST OR STOLEN PARKING CONTROL DEVICE

My signature on this form indicates that the information contained herein is true and correct to the best of my knowledge.

LOST PARKING PERMIT

1. I hereby officially report that the following parking permit (hanger tag) and/or parking control device:

Hanger Tag Color: _____ Tag Number: _____

Device Number: _____ Used to Access Location: _____

Was (circle one): LOST / STOLEN / NOT TURNED IN BY STAFF MEMBER WHO DEPARTED

2. I understand the following:

- Prior to taking this form to my command Parking Champion, I must submit a Voluntary Statement to NSAB Base Police (Security Department).
- Request to be issued a new parking permit or parking control device, I will take this form to my command Parking Champion and receive approval or disapproval AT THEIR DISCRETION to receive another permit or device.
- I may be placed at the bottom of the waiting list, at the discretion of my command Parking Champion and based on my command's current parking business rules.
- Replacement permits and devices are issued based on availability of permits.

NAME (Print) _____ Signature _____ Date Signed _____

Command _____ Work Phone # _____

ENDORSEMENT BY COMMAND PARKING CHAMPION

As my command's Parking Champion, I (circle one): APPROVE / DISAPPROVE issuing of another parking permit hanger at the following time (circle one):

NOW IF one is available in MY COMMAND's CORRECT color code or PLACED ON WAITING LIST

If placed on the waiting list, I, the Parking Champion will notify the Transportation Program Manager when the above named person is cleared to report to Pass and ID for a new parking permit hanger.

As my command's Parking Champion, I (circle one): APPROVE / DISAPPROVE issuing of another parking control device AND HEREBY VERIFY the above named person PAID FOR a new device through the proper channels and provided me with a receipt of payment.

PARKING CHAMPION'S NAME (Print) _____ Signature _____ Date Signed _____

Command _____ Work Phone _____