

Headquarters
Department of the Army
Washington, DC
25 March 2020

Administration

Pentagon Parking

Applicability. This policy notice applies to Headquarters, Department of the Army only.

Proponent and exception authority. The proponent of this policy notice is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this policy notice that are consistent with controlling laws and regulations. The Administrative Assistant to the Secretary of the Army may delegate this approval authority, in writing, to a director within the proponent agency, field operating agency, or specified direct reporting unit of the proponent agency in the grade of colonel or the civilian equivalent.

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1. Purpose

The purpose of this policy notice is to establish policies and procedures for Headquarters, Department of the Army (HQDA) personnel requiring parking on the Pentagon reservation and to assist HQDA agency parking representatives (APRs) with the management of their respective programs.

2. References and forms

See appendix A.

3. Explanation of abbreviations and terms

See glossary.

4. Responsibilities

On behalf of the Administrative Assistant to the Secretary of the Army, the HQDA Directorate of Mission Assurance is responsible for the HQDA Parking Manager (PM) and the HQDA Parking representatives. The Director is responsible for administering all facets of the HQDA Pentagon Parking Program and responsible for the HQDA Parking representative managing their respective agency's parking program.

5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

6. Administration

- a.* Parking on the Pentagon reservation is a privilege and not a right of employment.
- b.* HQDA employees in the National Capital Region (NCR) may not collect the Mass Transit Benefit Program subsidy while maintaining a permanent Pentagon reservation parking permit.
- c.* HQDA support contractors are not authorized to receive a permanent Pentagon parking permit. Exceptions will be considered based on sufficient mission justification. These request for exceptions should go through the HQDA Directorate of Mission Assurance to the Army Headquarters Services Executive Director for decision.

7. Establishment of an Agency Parking Representative

- a.* Send an APR letter of appointment and a completed DD Form 2875 (System Authorization Access Request) to the HQDA Program Manager (PM).
- b.* After the PM has received the APR's letter of appointment and the DD Form 2875, the PM will forward both documents to the Pentagon Force Protection Agency (PFPA) Parking Management Office (PMO) for processing. Subsequently, the PMO will establish an account in the PFPA Parking Application database; this account will allow the APR to manage their parking allocations.
- c.* The PFPA Parking Application website is available at <https://parking.pfpa.mil/maintenance/securitydisclaimer.asp>.

8. Parking space allocation

- a.* Parking spaces are allotted based on the Pentagon Occupancy and Space Allocation Study.
- b.* Numbered spaces are issued according to the DOD Order of Precedence list (see app B).
- c.* Agency allocations are distributed by the HQDA PM and maintained in the parking database.
- d.* Pentagon allocations of temporary or permanent "H" permits for the physically disabled are issued directly by PMO based on applicants who have submitted the required medical documentation.

9. Parking permits

There are different types of parking permits used on the Pentagon reservation. Each permit authorizes the holder to park in a specific parking area. It is particularly important that personnel pay strict attention to their assigned parking permit which reflects the lots and rows in which they are authorized to park.

a. Permanent parking is defined as a parking permit assigned to employees (military or Civilian) of HQDA assigned to the Pentagon. There are many different types of permanent parking permits. To request permanent parking follow the below steps:

- (1) The APR will determine if the employee is qualified and parking is available. If the employee is qualified and parking is available, the APR will provide the employee a DD Form 1199 (Pentagon Reservation Parking Permit Application) and any other necessary paperwork.

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(2) The APR will ensure the employee completes, signs, and forwards the DD Form 1199 and any other necessary paperwork to the APR for processing. Applications must be typed and submitted using an electronic form; handwritten is not accepted.

(3) The APR will input the request in the PFPA parking application for processing.

(4) Once the PMO approves and creates the permit, they will contact the HQDA PM for pick-up.

(5) The HQDA PM will pick up the permit and then contact, schedule, and issue the permit to the APR.

(6) After receiving the permit, the APR will give the permit to the requesting employee.

b. The following list is a of the many different permits used on the Pentagon reservation (see table 1):

**Table 1
Parking permit categories**

Designated numbered spaces	Unnumbered spaces
Corridor Five	Disabled
Lower River	Motorcycle
Mall	North A
North Secure	North C
River	Official Business
South Secure	Shift Worker
	South A
	South C
	Van/Carpool

c. *Disabled parking.* State-issued disabled/handicapped parking placards and plates are not recognized on the Pentagon reservation for disabled parking purposes. Only personnel with a Pentagon Reservation “H” parking permit issued by the PFPA PMO are authorized to park in the designated disabled parking areas at the Pentagon. Personnel requesting disabled parking must obtain a formal letter on letterhead from their doctor addressing the disability and the anticipated length of time needed for the disabled parking permit. The letter must include the doctor’s original signature. The medical evaluation documentation presented in support of a disabled parking permit request must address the following:

(1) Is the severe walking impairment permanent? If the walking impairment is not permanent, how long is it expected to last?

(2) Does the severe walking impairment prevent the use of public transportation? If so, how?

(3) Does the severe walking impairment prevent participation in a car pool, either as an operator or as passenger? If so, how?

(4) What are the limitations on walking specific distances?

(5) Does the increased walking distances from certain parking areas adversely affect the disability?

(6) Are there other relevant statements supporting the request for an “H” permit?

(7) Once the requestor receives the doctor’s note, it must be faxed or hand carried to:

Department of Defense DiLorenzo TRICARE Health Clinic
5801 Army Pentagon, Room 4A870 Washington, DC 20310-5801
Commercial: (703) 692-8569
Fax: (703) 692-6250

(8) Once the requestor receives the approval letter from the DiLorenzo clinic, they must submit the clinic approval letter to the APR. The APR will have the requestor fill out and sign the DD Form 1199 any other necessary paperwork for processing. The APR will submit the clinic approval letter, signed DD Form 1199, and any other neces-

sary paperwork to the HQDA PM. The HQDA PM will make the appropriate entries into the Pentagon Parking Application for processing of the permit by the PMO. Once the permit is approved and ready for pick-up, the HQDA PM will notify the APR. The APR will deliver the permit to the applicant.

d. Temporary disability. Temporary disability parking permits are granted based on the time period specified by the DiLorenzo Health Services in their approval letter. PMO may authorize temporary disabled parking once documentation is obtained from the requestor's physician and DiLorenzo issues an appropriate approval letter. Authorized parking spaces for the temporary disability category are located in Pentagon North and South parking lots. Persons holding temporary disability parking permits may park in designated disability spaces. If the marked disability parking spaces are full, temporary disability parking permit holders may park in any vacant parking space except for reserved numbered spaces. Individuals authorized a temporary disability permit and who currently possess another permit will be required to turn in the other parking permit to their APR. The APR will store the permit during the duration of the disability. The APR will hold the permit in the individual's parking records, not to exceed a 1-year time period. Upon termination of the disability permit, the individual may retrieve the original parking permit from the APR when returning their temporary disabled parking permit.

e. Temporary visitor parking request. Executive clearance, visitor, and temporary parking fall under this general parking category. This category of parking does not impact the agency's parking allocation unless the request is more than temporary in nature (more than 5 working days in a month).

(1) Executive is defined as any general officer (GO) or member of the senior executive service (SES) (active or retired). Submission does not constitute approval. The request must be approved by the PMO. Once the appropriate initial entry is made into the PFPA Parking Application, the status will remain pending until it has been approved.

(2) Individuals requesting visitor parking will first contact the agency they are visiting. The visited agency APR will submit the parking clearance request via the PFPA Parking Application. In the event the APR is not available, the request can be emailed to the HQDA PM organizational mailbox at usarmy.pentagon.hqda-dma.mbx.personnel-security@mail.mil. The request, once entered into the PFPA Parking Application, must be approved by the PMO. Requests not received at least 24 hours in advance may not be approved in time for the visit.

(3) HQDA employees with duty in the Pentagon are not considered visitors. Should an employee require temporary parking they have two options:

(a) Self clear by visiting the Pentagon Parking Management Office, Room 2D1039, and submitting a parking clearance request through PMO kiosk.

(b) Contact their APR to submit a parking clearance request.

f. Temporary Pentagon employee parking. A temporary parking clearance is issued based on the following criteria:

(1) New personnel or departing individuals with a copy of official orders or in-processing and/or out-processing papers. Temporary parking clearances shall not exceed two weeks in duration. Individuals may obtain the temporary parking clearance from the PMO, located in Room 2D1039, Pentagon Concourse.

(2) Other reasons, such as: forgotten permit; requirements outside of the mass transit hours of operation, not to exceed five calendar days in a month; or temporary duty not to exceed one week. Individuals may obtain a temporary parking clearance from the PMO, located in Room 2D1039, Pentagon Concourse.

(3) Individuals enrolled in the NCR Mass Transit Subsidy Program who require temporary parking that exceeds 5 work days in a month, must have written authorization from their agency head. The APR will submit the request for approval to the HQDA PM who will forward it to the PMO for processing. If approved, the HQDA PM will notify the requestor.

g. Visitor parking location options. The following are visitor parking options for the Pentagon reservation. Each location requires an approved temporary visitor parking permit:

(1) *Executive clearance.* Parking is authorized in South Secure Lane 18 (inside vehicle access control point (VACP) metro entrance); North Secure (inside VACP through North Boundary Channel Drive); and South parking lane 26. These parking areas are designated for General Officers and Senior Executive Service members with special situations who do not have a permit, 'A' permit holders whose permit is not displayed, or personnel that are receiving metro subsidy and have an urgent need to drive in for the day.

(2) *Eads Street and North Parking (Lanes 61–62) Parking.* Parking at the Eads Street lot on Army Navy Drive and North Parking (Lanes 61–62) is designated for visitors and permanent personnel with special situations who do not have a permanent permit, or for personnel that are receiving metro subsidy and have an urgent need to drive in for the day.

(3) *Retirements and promotions.* Parking clearance requests are required for all visitors attending retirements and promotions on the Pentagon reservation. Executives and family members with special needs, will be processed and

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approved as needed. The parking clearance area is authorized based on the rank and/or grade of the individual(s) being recognized during the ceremony and NOT for the ceremony's host.

h. Car/van pool parking. Carpool and vanpool parking permits are handled exclusively by the PMO. Van/car pool reserved parking areas are designated by "B" parking signage throughout the Pentagon reservation. Van and car pool reserved parking areas are located in South Parking Lanes 12-18 and North Parking Lanes 46-49 and are designated by parking signage as "B". Carpool permits require a minimum of two members. All members must be employed full time and physically working on the Pentagon reservation. Members participating in a carpool must provide proof of residence and should live within the same general area or driving route to the Pentagon reservation. The driving route of participants may be questioned by PMO and may require written statements. The principal member, and all other carpool members, will apply and obtain the carpool permit from the PMO, located in Room 2D1039, Pentagon Concourse.

(1) All members are required to fill out and sign the DD Form 1199, Acknowledge Statement and any other necessary paperwork at the PMO in room 2D1039. The PMO will issue the carpool or vanpool permit at that time.

(2) Carpool and vanpool parking permits will expire according to the expiration date of the members' common access card (CAC). Renewal of the permit is the responsibility of the principal members of the carpool or vanpool.

i. Overnight parking. Parking in excess of 18 hours in one location requires a prior written request from the authorized permit holder. This information is provided to the Pentagon Police for security measures. For guidance on overnight requests, please contact the Pentagon Parking Management Office, Room 2D1039. Overnight parking is only authorized for Pentagon permit holders. Follow the following process to request overnight parking:

(1) The employee completes the overnight parking request and forwards it to the APR.

(2) The APR will endorse and forward the request to the HQDA PM for processing.

(3) The HQDA PM will verify the information and forward the request to the PMO for approval.

(4) Upon approval, the PMO will send a confirmation to the HQDA PM and input the clearance in the PFFA database.

(5) The HQDA PM will notify the APR of the approval.

j. Assignment of executive parking permits. Permanent Executive Parking is provided for GOs, member of the SES, and the Sergeant Major of the Army. Executive parking spaces at the Pentagon are assigned based upon the DOD Order of Precedence. As a standard practice, duplicate executive parking permits are not authorized; however, in limited cases where a duplicate permit may be used to facilitate and simplify mission success, a duplicate permit request may be initiated and forwarded to the PFFA Parking Management Office for approval.

k. Official vehicles. To obtain any of the below government vehicle permits, the agency must provide a memorandum of justification to the HQDA PM. The memorandum must include: vehicle make, model, license plate information, and a point of contact. Vehicle registration is also required for vehicles with state issued plates.

(1) Official (O) permits are for marked Government-owned, unmarked Government-owned, or government-leased vehicles, as well as other government agencies visiting the Pentagon reservation on official business using a government vehicle.

(2) The purpose of the official business access (OBA) permit is to allow government vehicles the ability to pick-up and drop-off senior official passengers conducting official business at the closest points of entry into the Pentagon (that is, Mall Entrance, Corridor 5, River Entrance, or North Secure). The staging area for OBA permits is located in the River Triangle, spaces #168-172 and OBA (Upper Lower River) area. While in these staging areas, drivers must remain with the vehicles at all times. All occupants of the vehicle using an OBA permit must have a DOD CAC. The OBA permit does not allow access into the Pentagon. Anyone requiring to enter the building must be cleared in advance. The OBA driver must remain in the vehicle.

(3) Official Government Vehicle (OGV) permit authorizes parking in the reserved numbered spaces designated as "OGV" in South Parking and North Parking. The Army is assigned 10 spaces (48-57). This area is specifically reserved for Official Government Vehicles that reside overnight on the Pentagon reservation. "OGV" permits are authorized access through all of the VACPs for pick up and drop off.

10. Deleted, cancelled, and replacement parking permits

a. Deleting a parking permit allows the agency to recover the parking allocation for re-issue to another individual. This is accomplished by the APR accessing the Pentagon Parking Application and deleting the current permit holder in the system. This can only be accomplished when the original permit holder has returned the parking permit to the APR. The APR will deliver the permit to the HQDA PM located in Room BF961C.

b. All lost, stolen, or missing parking permits must be reported by the permit holder to the APR and the PFPA Command Center (PCC). Additionally, if a permit holder no longer works at the Pentagon reservation and fails to return a permit, the APR must call the PCC and report the permit as missing. For missing permits, the procedures are:

(1) The permit holder will contact the PCC (703-697-1001) to report the permit lost and/or stolen and obtain a case number.

(2) After the permit holder has obtained a case number, contact the Pentagon Parking Office for any necessary paperwork to the APR stating the permit was lost or stolen referencing the case number that was given by the PCC.

(3) The APR will endorse the memorandum and enter information into the parking database to generate a replacement permit.

(4) If the permit is for a van and/or car pool, the individual must report the case number to the PMO for a replacement.

11. Loss of parking privileges and penalties

The Director, PFPA, or designee, may revoke, suspend, or deny renewal of parking privileges if the Director, PFPA, or designee, reasonably determines that the person has violated the parking regulations by:

a. Altering or reproducing a parking permit.

b. Using an expired or invalid parking permit (for example, permit reported lost, canceled, or stolen; improper transfer; permit allowed use by individual who is not a registered member of a van or car pool; or giving permit to another individual without properly transferring usage of the permit).

c. Providing false information to obtain or maintain a van or car pool membership.

d. Altering a parking permit.

e. Maintaining a Pentagon Reservation parking pass or failing to return such a parking pass while collecting the Mass Transit Benefit Program subsidy.

f. Receiving three or more parking violations during a 12-month period at the Pentagon, Mark Center or Suffolk building.

g. The notification of the proposed revocation, suspension, or non-renewal shall advise the permit holder or van or car pool members of their right to respond to the revocation, suspension, or non-renewal and to rebut the factual basis supporting the proposed action.

h. The permit holder or each van or car pool member will be allowed 30 days from the mailing date of the proposed action notification to respond in writing to the Director, PFPA, or designee. The response will consist of any explanation or rebuttal considered appropriate by the permit holder or van or car pool members and must be signed by the permit holder or van or car member and include an acknowledgement signature from the CPR's Supervisor or Security Unit Manager.

i. On the basis of the written response to the proposed action, the Director, PFPA, or designee, will make a final decision in accordance with the adverse actions identified in the Table. The permit holder or van or car pool member(s) shall be notified of the final decision in writing. The notification shall state the factual basis for the denial. The decision of the Director, PFPA, or designee, under this section shall be final. This section does not confer any rights on any individual and is intended as internal guidance for the administration of the Pentagon Reservation.

12. Boot and towed vehicle information

In the event a government or privately-owned vehicle has been booted or towed, please contact the PFPA at (703) 697-1001. There is a cost associated with boot removal or retrieving the towed vehicle. Vehicles are subject to towing or booting when they are---

a. Parked in unauthorized parking areas, grassy areas, within the remote delivery facility secured access lanes, near guard booths, along yellow curbs, or in a manner that blocks traffic or pedestrian lanes; not displaying the authorized permit assigned to the individual and vehicle tag number; vehicle parking clearance was not authorized; displaying an invalid or expired parking permit; or parking a vehicle so that it occupies or utilizes portions of two marked parking spaces.

b. Covered with any type of car cover preventing a Pentagon police officer from seeing the parking permit or vehicle license plate number.

13. Personal vehicle damage

In the event that vehicle is damaged on the Pentagon reservation, the driver should contact the Pentagon Police and report the incident. The Pentagon Police can be reached at 703-697-1001.

14. Audits

The Army Pentagon parking management office will perform monthly audits on selected agencies to validate parking requirements. Each agency will be audited annually. Audits will include numbered, unnumbered, and official business permits.

15. Point of contact

HQDA Parking Office at (703) 697-0231, or email: usarmy.pentagon.hqda-dma.mbx.personnel-security@mail.mil.

Appendix A

References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

DA Pam 25–403

Guide to Recordkeeping in the Army

32 CFR 234.18

Enforcement of parking regulations (Available at <https://www.govinfo.gov/app/details/cfr-2009-title32-vol2/cfr-2009-title32-vol2-sec234-18>.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on APD's website (<https://armypubs.army.mil>) and DD Forms are available on the Office of the Secretary of Defense website <http://www.esd.whs.mil/dd/>.

DD Form 1199

Pentagon Reservation Parking Permit Application

DD Form 2875

System Authorization Access Request

Appendix B

Order of Precedence for Executive Parking Allocations

B-1. General

See the list for the Order of Precedence for Executive Parking Allocations.

B-2. List

This list is the Order of Precedence for the precedence for Executive Schedule, General Officer/Flag Officer, Civilian Senior Executive Service employees, and some specific senior leader positions of the Department of Defense:

Secretary of Defense

Deputy Secretary of Defense

Secretary of the Army Secretary of the Navy Secretary of the Air Force

Chairman of the Joint Chiefs of Staff

Under Secretary of Defense for Acquisition, Technology, and Logistics (precedes Secretaries of the Military Departments with regard to all matters for which he or she has responsibility by law or by directive of the Secretary of Defense)

Under Secretary of Defense for Policy

Under Secretary of Defense (Comptroller)/Chief Financial Officer Under Secretary of Defense for Personnel and Readiness

Under Secretary of Defense for Intelligence Deputy Chief Management Officer

Vice Chairman of the Joint Chiefs of Staff

Chief of Staff, Army; Commandant of the Marine Corps; Chief of Naval Operations; and Chief of Staff, Air Force

Chief, National Guard Bureau Commandant of the Coast Guard Combatant Commanders

Commander, International Security Assistance Force – Afghanistan

General Counsel of the Department of Defense, Director of Cost Assessment and Program Evaluation, Inspector

General of the Department of Defense, and Director of Operational Test and Evaluation

Under Secretaries of the Department of the Army, Navy, and Air Force Principal Deputy Under Secretaries of Defense

Assistant Secretaries of Defense

Vice Chief of Staff, Army; Assistant Commandant of the Marine Corps; Vice Chief of Naval Operations; and Vice Chief of Staff, Air Force

Vice Chief of the National Guard Bureau Vice Commandant of the Coast Guard

Assistant Secretaries and General Counsels of the Department of the Army, Navy, and Air Force

Generals and Admirals (4-star)

Chief Judge of the U.S. Court of Appeals of the Armed Forces Judges of the U.S. Court of Appeals of the Armed Forces Special Inspector General for Afghanistan Reconstruction

The Special Assistant to the Secretary of Defense and Deputy Secretary of Defense Special Assistant to the Deputy Secretary of Defense

Assistant to the Secretary of Defense for Public Affairs Chief Information Officer, Department of Defense Director, Net Assessment

Assistants to the Secretary of Defense and/or Deputy Secretary of Defense, when specifically designated for such precedence level; Executive Secretary of the Department of Defense

Defense Advisor U.S. Mission NATO, Secretary of Defense Representative to Europe Directors of Defense Agencies Directors of DOD Field Activities

Assistant Deputy Chief Management Officer

Principal Deputy General Counsel of the Department of Defense, Principal Director of Cost Assessment and Program Evaluation, Principal Deputy Inspector General of the Department of Defense, Principal Deputy Director of Operational Test and Evaluation

Principal Deputy Assistant Secretaries of Defense

Principal Deputy Assistant to the Secretary of Defense for Public Affairs Principal Deputy Chief Information Officer, DOD

Designated Senior Career Reserved Position for the DOD

Deputy Chief Financial Officers, Deputy Comptrollers, Directors of Defense Intelligence within the Office of the Under Secretary of Defense for Intelligence (OUSDI), Designated Senior Career Officials of the Under Secretaries of Defense

The Special Assistants to the Secretary of the Army, Navy, and Air Force

Administrative Assistants to Secretaries of the Army and Air Force and Department of the Navy Assistant for Administration

Deputy Under Secretaries of the Department of the Army, Navy, and Air Force Deputy General Counsels of the Department of Defense, Deputy Director for Cost

Assessment, Deputy Director for Program Evaluation, Deputy Inspectors General of the Department of Defense, and Deputy Directors of Operational Test and Evaluation

Deputy Assistant Secretaries of Defense, Deputy Assistants to the Secretary of Defense, and Deputy Chief Information Officers of the Department of Defense

Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff; Service Senior Enlisted Advisors

Lieutenant Generals and Vice Admirals (3-star)

Principal Deputy Assistant Secretaries and Principal Deputy General Counsels of the Department of the Army, Navy, and Air Force

Chairman, U.S. Section of the Permanent Joint Board of Defense, U.S.-Canada Deputy Defense Advisor, U.S. Mission NATO

Secretary of Defense Representatives to International Negotiations (for example, The SECDEF Representative to Post-START (Strategic Arms Reduction Treaty))

The Auditors General of the Army, Navy, and Air Force Members of the Senior Executive Service in Tier 3 positions Major Generals and Rear Admirals (2-star)

Deputy Assistant Secretaries and Deputy General Counsels of the Army, Navy, and Air Force Members of the Senior Executive Service in Tier 2 positions

Brigadier Generals and Rear Admirals (Lower Half) (1-star) Members of the Senior Executive Service in Tier 1 positions

Personnel in Senior Level (SL), Scientific and Professional (ST), Defense Intelligence Senior Level (DISL) positions, or equivalents

Appointees as Highly Qualified Experts (HQE)

Source: Memorandum, Office of the Deputy Chief Management Office, Department of Defense (DoD) Order of Precedence, 30 May 2017

Glossary

Section I

Abbreviations

AI

Administrative Instruction

APR

agency parking representative

CAC

common access card

DOD

Department of Defense

GO

general officer

HQDA

Headquarters, Department of the Army

NCR

National Capital Region

OBA

official business access

OGV

official Government vehicle

PCC

PFPA Command Center

PFPA

Pentagon Force Protection Agency

PM

parking manager

PMO

Parking Management Office

SES

senior executive service

VACP

Visitor Access Control Point

Section II

Terms

This section contains no entries.

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


KATHLEEN S. MILLER
Administrative Assistant
to the Secretary of the Army

Distribution:

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