



NATIONAL GUARD BUREAU
1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

CNGB DTM 0102.00
NGB-DM&A
20 July 2023

MEMORANDUM FOR ALL NATIONAL GUARD BUREAU PERSONNEL

Subject: National Guard Bureau Pentagon Parking Program

References: See Attachment E.

1. Purpose. This Chief of the National Guard Bureau (CNGB) Directive Type Memorandum (DTM) establishes interim policy and procedures for the National Guard Bureau (NGB) Pentagon Parking Program in accordance with reference a.
2. Cancellation. None.
3. Applicability. This CNGB DTM applies to all Service members and civilians assigned to the Office of the CNGB (OCNGB), NGB Joint Staff, and Office of the Director of the Army National Guard (ODARNG) whose sole duty location is the Pentagon Reservation. Air National Guard Service members and civilians assigned to the Office of the Director of the Air National Guard (ODANG) whose sole duty location is the Pentagon Reservation will use Headquarters Department of Air Force Parking allocations through the ODANG. NGB support contractors are generally not authorized to receive a permanent Pentagon parking permit; however, exceptions will be considered based on sufficient mission justification.
4. Policy. It is NGB policy to offer parking permits through the NGB Pentagon Parking Program for Service members and civilian personnel assigned solely to the Pentagon Reservation as a privilege, but not a right, of employment.
 - a. Parking Space Allocation. Pentagon parking spaces are allotted based on the Pentagon Occupancy and Space Allocation Study. The CNGB, Vice Chief of the National Guard Bureau (VCNGB), Senior Enlisted Advisor (SEA), Director of the Army National Guard (DARNG), Deputy Director of the Army National Guard (DDARNG), NGB Director of Staff (NGB-DS) and the Director of NGB Operations are listed as authorized numbered spaces. NGB Joint Staff Directors and ODARNG general officers, and Senior Executive Service (SES) members in the NGB Order of Precedence list (see Figure 1) will be assigned parking in the North-A, South-A, and South-C parking lots. All others will be placed in North-C parking and other designated parking on a first-come basis. The NGB Order of Precedence list only applies when the position listed is assigned to the Pentagon.

b. Mass Transit Benefit Program. NGB employees in the National Capital Region may not collect the Mass Transit Benefit Program subsidy while maintaining a permanent Pentagon Reservation parking permit.

c. Exceptions to Policy. The NGB-DS is the approval authority for exceptions or waivers to this CNGB DTM. All exceptions or waivers to this policy for general officers and SES members will be approved by the NGB-DS through the Deputy Director of NGB Directorate of Management and Administration (NGB-DM&A). The NGB-DS delegates approval authority to the Deputy Director of NGB-DM&A for the O6 and GS15-level and below.

d. Disabled Parking. State-issued disabled or handicapped parking placards and plates are not recognized on the Pentagon Reservation for disabled parking purposes. Temporary disability parking permits are granted based on the time-period specified by the DiLorenzo Health Services in their approval letter. Temporary disabled parking may be authorized once documentation is obtained from the requestor's physician and DiLorenzo issues an appropriate approval letter.

(1) Authorized parking spaces for the temporary disability category are in the Pentagon North and South parking lots. Persons holding temporary disability parking permits may park in designated disability spaces.

(2) 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 currently possess another permit will be required to return the other parking permit to their Parking Representative.

e. Concurrent Parking Permits. No employee, general officer, or SES member will have a designated parking space at the Herbert R. Temple, Jr., Army National Guard Readiness Center (TARC) and the Pentagon concurrently. General officers, SES members, and directors who are assigned to TARC and require parking at the Pentagon may complete a Temporary Pentagon Parking Clearance Request (see Enclosure B "Procedures") or may be granted a "Communal Executive Parking Pass" upon request. To request parking, contact the NGB Parking Manager or Parking Representative. A parking pass will be generated immediately and will be valid for up to three days.

f. Temporary Pentagon Employee Parking. A temporary parking clearance, not to exceed two weeks in duration, may be issued to new or departing personnel with a copy of official orders or in or out-processing papers. A temporary parking clearance may also be issued for loaner vehicles, requirements outside of mass transit hours of operations not to exceed five calendar days in one month, or temporary duty not to exceed one week. Individuals enrolled in the National Capital Region Mass Transit Subsidy Program who require temporary parking that exceeds five workdays in a month must have written authorization from their directorate.

5. Responsibilities. See Attachment A.
6. Procedures. See Attachment B.
7. Information Collection Requirements. None.
8. Definitions. None.
9. Releasability. This CNGB DTM is approved for internal release, only for official use; distribution is limited.
10. Records Management. This CNGB DTM, and all records created as a result, must be managed in accordance with the NGB Records Management Program.
11. Compliance. Per the CNGB 5000.01 Issuance Series, the proponent will review this CNGB DTM annually on the anniversary of its effective date to either confirm the action has been completed, incorporate the directive into an CNGB Issuance, or to update and extend the CNGB DTM's continued applicability, validity, and consistency with Federal, Department of Defense, and NGB policy and provide validation to the Strategy, Policy, Plans, and International Affairs Directorate and the NGB Executive Secretariat Issuances Branch.



DANIEL R. HOKANSON
General, USA
Chief, National Guard Bureau

Attachments:

- A -- Responsibilities
- B -- Procedures
- C -- Order of Precedence
- D -- NGB Pentagon Parking Allocations Map
- E -- References

ATTACHMENT A
RESPONSIBILITIES

1. NGB-DS. The NGB-DS will:

- a. Appoint one NGB Parking Manager.
- b. Appoint in writing one Parking Representative for the NGB-DM&A, one Parking Representative for NGB Office of Protocol, two Parking Representatives for ODARNG and others as needed.
- c. Approve waivers and exceptions to this CNGB DTM for general officers and SES members.

2. Deputy Director of NGB-DM&A. The Deputy Director of NGB-DM&A will:

- a. Oversee the NGB Parking Manager, OCNGB, NGB Joint Staff, and ODARNG Parking Representative duties.
- b. Administer all facets of the NGB Pentagon Parking Program.
- c. Approve waivers and exceptions to this CNGB DTM for GS15s, Colonels (O6) and below.

3. NGB Parking Manager. The NGB Parking Manager will:

a. Forward the Parking Representative's letters of appointment by NGB-DS and DD Form 2875 to the Pentagon Force Protection Agency (PFPA) Parking Management Office (PMO) for processing. The PFPA PMO of the Washington Headquarters Services administers and manages the Pentagon Reservation Parking Program and will only coordinate actions with NGB Parking Manager.

(1) The PFPA PMO will establish an account in the Pentagon Reservation Parking Permit Application database, allowing the Parking Representative to manage their parking allocations and temporary Pentagon parking clearances.

(2) The Pentagon Reservation Parking Permit Application website is available at reference b.

(3) The NGB Parking Manager will file and submit a request using DD Form 2875 "System Authorization Access Request" to the PFPA PMO for processing.

b. Identify all parking allocations and who has access to input temporary Pentagon parking clearances.

c. The NGB Parking Manager will direct personnel to pick up all parking displayed permits issued through the PFPA PMO.

4. Parking Representatives. Parking Representatives will:

a. Complete their own DD Form 2875 for appointment and send to the NGB Parking Manager for approval.

b. Process parking permit applications.

5. Employees. Employees will endorse and forward parking requests to the NGB Parking Manager for processing.

ATTACHMENT B

PROCEDURES FOR PENTAGON PARKING PERMITS AND LOCATIONS

1. Permanent Parking. Employees must first consult the Parking Representative to determine if they are eligible for permanent parking and if parking is available. If so, the Parking Representative will provide the employee DD Form 1199 "Pentagon Reservation Parking Permit Application" and any other necessary paperwork.

a. Applications must be typed and submitted using an electronic form; hand-written applications are not accepted. The Parking Representative will input the request in the PFPA parking application for processing.

b. Once PFPA PMO approves and creates the permit, they will notify the permit holder via email and send a courtesy copy to the Parking Representative. The PFPA PMO does not issue physical permits, (for example, hanging tags). All permits are tracked by license plate.

2. Pentagon Permits Categories. Table 1 displays a list of permits used on the Pentagon Reservation.

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
	Vanpool and Carpool

Table 1. Parking Permit Categories

3. Disabled Parking. Personnel requesting disabled parking must obtain a letter from their physician, on official letterhead, with a wet-ink signature addressing information in Table 2 below. 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
 Telephone: 703-692-8569
 Fax: 703-692-6250

a. Once the requestor receives the approval letter from the DiLorenzo TRICARE Health Clinic, they must submit the clinic approval letter to the Parking Representative. The Parking Representative will have the requestor complete and sign the DD Form 1199 any other necessary paperwork for processing and submit all documentation to the NGB Parking Manager.

b. The NGB Parking Manager will make the appropriate entries into the Pentagon Reservation Parking Permit Application for processing of the permit by the PFPA PMO. Once the permit is approved and ready for pick-up, the NGB Parking Manager will notify the Parking Representative who will deliver the permit to the applicant.

- Is the severe walking impairment permanent? If the walking impairment is not permanent, how long is it expected to last?
- Does the severe walking impairment prevent the use of public transportation? If so, how?
- Does the severe walking impairment prevent participation in a carpool, either as an operator or as passenger? If so, how?
- What are the limitations on walking specific distances?
- Do the increased walking distances from certain parking areas adversely affect the disability?
- Are there other relevant statements supporting the request for an “H” permit?

Table 2. Disabled Parking Criteria Questions

4. Temporary Visitor Parking Request. Executive (GO or SES active or retired) 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 five working days in a month.

a. Submission does not constitute approval. The request must be approved by the PFPA PMO. Once the appropriate initial entry is made into the Pentagon Reservation Parking Permit Application, the status will remain pending until it has been approved.

b. Individuals requesting visitor parking will first contact the Parking Representative they are visiting. The NGB Parking Representative will submit the parking clearance request via the Pentagon Reservation Parking Permit Application. In the event the Parking Representative is not available, the request can be emailed to the NGB Parking Manager organizational mailbox at <usarmy.pentagon.NGB-dma.mbx.personnel-security@mail.mil>. The Pentagon Reservation Parking Permit Application must be approved by the PFPA PMO. Requests not received at least 24 hours in advance may not be approved in time for the visit.

c. OCNGB, NGB Joint Staff and ODARNG employees with duty in the Pentagon are not considered visitors. Should an employee require temporary parking, they have two options:

(1) Self-clear by visiting the PFPA PMO, Room 2D1039, and submitting a parking clearance request through the PFPA PMO kiosk.

(2) Submit a parking clearance request through the Parking Representative.

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

a. Executive Clearance. Parking is authorized in South Secure Lane 18 (inside vehicle access control point Metro entrance); North Secure (inside vehicle access control point through North Boundary Channel Drive); and South parking Lane 26. These parking areas are designated for general officers and SES members with special situations who do not have a permit, or personnel that are receiving Metro subsidy and have an urgent need to drive in for the day.

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

c. Retirements and Promotions. Parking clearance requests are required for all visitors attending retirements and promotions on the Pentagon reservation. Employees and family members with special needs will be processed and approved as needed. The parking clearance area is authorized based on the rank or grade of the individual(s) being recognized during the ceremony and not for the ceremony's host.

6. Carpool and Vanpool Parking. Carpool and vanpool parking permits are handled exclusively by the PFPA PMO. Carpool and vanpool reserved parking areas are designated by "B" parking signage throughout the Pentagon reservation. Carpool and vanpool reserved parking areas are located in South Parking Lanes 12 through 18 and North Parking Lanes 46 through 49 and are designated by parking signage as "B." Carpool permits require a minimum of two members.

a. All carpool and vanpool 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 PFPA PMO and may require written statements. The principal member, and all other carpool members, will apply and obtain the carpool permit from the PFPA PMO.

b. All members are required to fill out and sign the Pentagon Reservation Permit Holder's Acknowledgement Statement of Parking Responsibility and any other necessary paperwork at the PFPA PMO. The PFPA PMO will issue the carpool or vanpool permit at that time.

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

7. Overnight Parking. Parking for more than 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 PFPA PMO. Overnight parking is only authorized for Pentagon permit holders. See Table 3 below.

<ul style="list-style-type: none"> ✓ The employee completes the overnight parking request and forwards it to the Parking Representative. ✓ The Parking Representative will endorse and forward the request to the NGB Parking Manager for processing. ✓ The NGB Parking Manager will verify the information and forward the request to the PFPA PMO for approval. ✓ After approval, the PFPA PMO will send a confirmation to the NGB Parking Manager and input the clearance in the PFPA PMO database. ✓ The NGB Parking Manager will notify the Parking Representative of the approval.

Table 3. Requesting Overnight Parking

8. Official Vehicles. To obtain any of the below government vehicle permits, the agency must provide a memorandum of justification to the NGB Parking Manager. The memorandum must include vehicle make, model, State of issuance, license plate number, and a point of contact. Vehicle registration is also required for vehicles with State-issued license plates.

9. Official “O” Permits. 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.

10. Official Business Access (OBA). OBA permits 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 in the River Triangle, spaces numbered 168 through 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 Department of Defense common access card. The OBA permit does not allow access into the Pentagon. Anyone requiring entering the building must be cleared in advance. The OBA driver must remain in the vehicle.

11. Official Government Vehicle Permit. Official Government Vehicle permit authorizes parking in the reserved numbered spaces designated as “Official Government Vehicle” in South Parking and North Parking. Official Government Vehicle permits are authorized access through all vehicle access control points for pick up and drop off.

ATTACHMENT C

NATIONAL GUARD BUREAU ORDER OF PRECEDENCE

NGB Order of Precedence	
	Position
1	Chief of the National Guard Bureau (CNGB)
2	Vice Chief of the National Guard Bureau (VCNGB)
3	Senior Enlisted Advisor (SEA)
4	ARNG Director (DARNG)
5	Director of Staff (DOS)
6	ARNG Deputy Director (DDARNG)
7	Director, J3/4/7 Operations
8	Director, J5, Strategy, Policy, Plans & International Affairs
9	Director, J1, Manpower & Personnel
10	Director, J8, Programs & Requirements
11	Director, Space Operations (DSO)
12	Director, Legislative Liaison (LL)
13	Director, Joint Surgeion General (JSG)
14	NGB Comptroller
15	Director, Acquisitions (AQ)
16	General Counsel (GC)
17	Vice Director of Staff (VDOS)
18	Director, Office of Complex Investigations (OCI)
19	Director, Senior Leader Management Office (SL)
20	Vice Director, J5
21	Vice Director, J3/4/7
22	Vice Director, J8
23	Deputy Director, Space Operations (DDSO)
24	Director, J6, Info Sys, Command, Control, Comm and Comp (C4)
25	Inspector General (IG)
26	Director, Diversity, Equity & Inclusion (DEI)
27	Foreign Policy Advisor (POLAD)
28	Director, J2, Intelligence
29	NGB Senior Intelligence Advisor J2
30	Principal Deputy, General Counsel (GC)
31	Director, Directorate of Management & Administration (DMA)
32	Director, Protocol (OP)
33	Director, Public Affairs (PA)
34	Director, Chief Action Group (CAG)
35	Director, Joint Action Control Office (JACO)
36	CNGB Executive Officer (XO)
37	VCNGB Executive Officer (XO)
38	SEA Senior Executive Officer (XO)
39	ARNG Executive Officer (XO)
40	CNGB Aide-de-Camp
41	Director of Staff Executive Officer (DoS XO)
42	Executive Director, Space Operations (EDSO)
43	Chief of Staff, Space Operations
44	J3/4/7 Executive Officer (XO)
45	J5 Executive Officer (XO)
46	POLAD Executive Officer (XO)
47	J8 Executive Officer (XO)

Figure 1. NGB Order of Precedence of Pentagon Parking. Rank Listed is Based on Joint Manning Document Authorization

ATTACHMENT D

NATIONAL GUARD BUREAU PENTAGON PARKING MAP



Figure 2. NGB Pentagon Parking Map

ATTACHMENT E

REFERENCES

PART I. REQUIRED

- a. Department of Defense (DoD) Director of Administration and Management, Administrative Instruction No. 88, 26 August 2009, "Pentagon Reservation Vehicle Parking Program"
- b. Pentagon Reservation Parking Permit Application website
<<https://parking.pfpa.mil/maintenance/securitydis-claimer.asp>>.

PART II. RELATED

- c. DoD Directive 5105.53, 26 February 2008 "Director of Administration and Management (DA&M)"
- d. 32 Code of Federal Regulations, Part 234, "Conduct on the Pentagon Reservation"
- e. DoD Directive 5105.68, 05 December 2013, "Pentagon Force Protection Agency (PFPA)," Incorporating Change 2, 22 May 2019
- f. DoD Directive 5110.4, 27 March 2013, "Washington Headquarters Services (WHS)"
- g. Title 10 United States Code, Section 2674, "Operation and Control of Pentagon reservation and Defense Facilities in National Capital Region"
- h. DoD Instruction 1000.27, 28 October 2008, "Mass Transportation Benefit Program (MTBP)"
- i. 41 Code of Federal Regulations, Subpart 102-71.20, "What Definitions Apply to GSA's Real Property Policies"
- j. Army National Guard TARC Policy #13, 11 April 2022, "Designated Parking and Motor Vehicle Registration" ARNG Arlington Hall Station Policy