



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 5560.3C
BUMED-M09B
28 Jun 2012

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: TRAFFIC AND PARKING REGULATIONS FOR BUREAU OF MEDICINE AND SURGERY STAFF AT THE DEFENSE HEALTH HEADQUARTERS COMPOUND

Ref: (a) OPNAVINST 11200.5D
(b) DoD Directive 5525.4 of 2 Nov 1981

Encl: (1) Registration and Marking of Non-Government Owned Motor Vehicles
(2) Acronyms

1. Purpose. To set forth the Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) policy and procedures concerning motor vehicle registration, parking, and traffic violations at the Defense Health Headquarters (DHHQ), per references (a) and (b).

2. Cancellation. BUMEDINST 5560.3B.

3. Eligibility and Parking Placards. BUMED HQ military and civil service (excluding summer hires) staff members who are primarily assigned to work at the DHHQ complex are eligible for BUMED HQ permanent parking assignment. BUMED HQ staff members primarily assigned to other BUMED-supported entities in the National Capital Region (BUMED Detachment Falls Church, Virginia (Skyline Four, Suite 602); BUMED Research Headquarters in Fort Detrick, Maryland; the Vision Center of Excellence program office in Crystal City, Virginia; the Medical Inspector General office in Bethesda, Maryland; etc) are not eligible for permanently assigned parking privileges on the DHHQ compound. The BUMED HQ Director for Administration (DFA) makes the final decision in cases where a BUMED HQ staff member's primary duty assignment may be in question. All BUMED HQ staff members assigned permanent parking will be issued a numbered parking placard which corresponds to a numbered parking space within BUMED HQ's parking location.

a. The BUMED HQ parking placard indicates the number of the permanently assigned space and serves as a parking permit. This parking placard must be visibly displayed at all times in the properly registered privately owned vehicle (POV) associated with the parking placard and numbered parking space. The parking placard must be readily visible from either the rear-view mirror or dashboard, with the parking space number clearly visible. The POV must be parked in the numbered parking space corresponding to the numbered BUMED HQ parking placard.

b. The BUMED HQ parking placard is non-transferrable. Any BUMED HQ staff found to have provided their assigned parking placard to another person while away from BUMED HQ will lose their parking privileges on the DHHQ compound. All BUMED HQ staff members assigned permanent parking will sign BUMED 5560/3, Non-Government Vehicle Registration, prior to receiving the BUMED HQ parking placard.

c. Separate DHHQ placards are available for members of (minimum) 3-person carpools or (minimum) 5-person vanpools. Carpool and vanpool parking locations are separate from the BUMED HQ staff parking location.

d. BUMED HQ staff members (military and civil service) with a State-issued handicapped (HD) placard may use any of the 33 HD parking spaces on the DHHQ compound on a first come, first serve basis. The POV must be registered with the DHHQ Consolidated Parking Management Office (CPMO) and meet all other requirements of POV registration. Staff members with a HD placard must submit documentation to the DHHQ CPMO proving that the HD placard is in fact for the use of the assigned BUMED HQ staff member. An additional DHHQ placard will be issued. The CPMO handles all parking arrangements, registrations, and visitor requests for access to the DHHQ campus. It is located in the main building next to Mike's Deli and adjacent to the Consolidated Badge Office.

e. Requests for extended temporary or visitor parking (i.e., temporary additional duty (TAD)) will be submitted to the BUMED HQ DFA and granted on a case-by-case basis subject to availability.

f. Parking requests for special events or large groups must be requested through the BUMED HQ representative to the Partnership Council for approval. It is recommended that staff have an alternative site in mind for events such as retirements and promotions due to parking limitations on the DHHQ compound.

g. All visitors must be registered with the BUMED HQ Security Office to obtain access to the parking areas, DHHQ buildings, and BUMED HQ spaces.

h. All permanent, temporary, and visitor parking assignments will be entered into the DHHQ CPMO database for safety and security requirements. All TAD, leave, regular days off (RDO), and telework days will also be entered into the DHHQ CPMO database to maximize use of available parking on the DHHQ compound. It is the individual's responsibility to notify the DHHQ CPMO of changes to any of these days at least one full working day immediately prior the scheduled absence. Failure to do so may result in the space being temporarily reassigned for that day, and the individual may not be accommodated for parking on that day.

i. Contractors working for BUMED HQ will not be assigned a BUMED HQ parking placard and cannot request a temporary pass from the DHHQ CPMO to use a BUMED HQ parking space or DHHQ visitor parking space.

4. Motor Vehicle Registration. All BUMED HQ personnel with POVs that are authorized to operate onboard the DHHQ compound must be registered to receive a BUMED HQ placard. BUMED HQ staff wishing to access naval installations must display the proper Department of Defense (DoD) registration identification (ID) as well.

a. All POVs owned by BUMED HQ staff members must be registered with the BUMED HQ representative to DHHQ CPMO within 5 days of reporting to BUMED HQ. BUMED 5560/1, is used for vehicle registration.

b. Registration requirements for POVs include:

(1) Possession of a valid State driver's license and a U.S. Armed Forces identification card or Common Access Card (CAC) for DoD civilians.

(2) Compliance with the minimum requirements of the automobile insurance laws or regulations of the State (proof of insurance must be presented to DHHQ CPMO when an application is submitted).

(3) Completion of the appropriate safety and vehicle emission inspections by State or jurisdiction in which the vehicle is licensed.

(4) Possession of a certificate of State registration as required by the State in which the vehicle is registered.

c. POVs owned by BUMED HQ staff members who wish to access naval installations shall have a DD FORM 2220, DoD Registered Vehicle decal displayed on all POVs registered with the DHHQ CPMO.

(1) The DD FORM 2220 decal is affixed on the exterior front, lower left-hand side or exterior front top center of the windshield of conventional four-wheeled motor vehicles, facing forward and slightly upright or on the left-hand side of the front bumper. On two-wheeled vehicles, it is placed on a conspicuous exterior front-facing surface or on the front fender. Flag Officers, Senior Executive Service (SES) members, and Navy officers in the paygrade of O6 are issued grade insignias and will affix their decals on a 5- by 8-inch removable placard which can be kept on the driver's side dashboard in full view when the POV is on the DHHQ compound and removed from view when the POV is off the DHHQ compound.

(2) Issued with each DD FORM 2220 are installation and expirations tabs. These tabs must be positioned underneath and abutting the DD FORM 2220, so that all together they form a 4- by 2-inch horizontal rectangle. Ensure that the expiration tab is positioned to the viewer's right of the installation tab, as shown in enclosure (1).

(3) Installation tabs are usually granted in the following color codes:

(a) Officers – Blue background with white legend.

(b) Enlisted – Red background with white legend.

(c) Civil Service – Green background with white legend.

5. Termination of Registration

a. Registration shall be terminated or refused when:

(1) The registrant fails to comply with conditions specified in the registration form, or

(2) The registrant is separated, placed on appellate leave, or upon sale, trade, junk, or otherwise disposing of the registered vehicle. All decals remain the property of the Department of the Navy. The decals and the BUMED HQ parking placard must be removed and surrendered to the DHHQ CPMO upon termination.

b. Renew decals before their expiration. No notice will be sent informing individuals to renew registration or decals.

6. Carpool and Vanpool Regulations

a. Authorization to use a carpool parking space is granted with the stipulation that a minimum of three members of the carpool are primarily assigned to a tenant activity at the DHHQ.

b. Contractors are authorized to be members of a carpool with the stipulation that at least one member of the carpool must be a Federal civil service or military member primarily assigned to a tenant activity at the DHHQ.

c. Authorization to use a vanpool parking space is granted with stipulation that a minimum of five members of the vanpool are primarily assigned to a tenant activity at the DHHQ.

d. Contractors are authorized to be members of a vanpool with the stipulation that at least one member of the vanpool must be a Federal civil service or military member primarily assigned to a tenant activity at the DHHQ.

e. Car and vanpool members are allotted one parking space per pool. Each carpool member who drives will receive a placard authorizing the use of one parking space per pool, but preventing one placard from being interchanged with multiple POVs.

f. Carpool members will keep their carpool location even if one member is out on leave, TAD, or absent.

g. Carpool members, Federal civil service and military members, can obtain temporary parking assignments when they drive separately. These will be obtained from the DHHQ CPMO. This will be monitored for compliance.

h. Carpools and vanpools must be registered with the DHHQ CPMO.

i. The following forms shall be e-mailed to: DHHQmove@tma.osd.mil for carpool and vanpool approval:

(1) Carpool: <https://www.timpo.osd.mil/brac/documents/pdf/DHHQ-Carpool-Registration-Form.pdf>.

(2) Vanpool: <https://www.timpo.osd.mil/brac/documents/pdf/DHHQ-Vanpool-Registration-Form.pdf>.

7. Parking Spaces

a. Parking spaces are assigned in the following order:

(1) Flag officers, SES members, and the Force Master Chief are assigned parking in a separate location on the DHHQ compound. Parking placards are delineated by a yellow band around the parking number.

(2) Newly assigned BUMED HQ military and civil service personnel will be assigned a permanent parking space on the DHHQ compound in order of reporting date. BUMED HQ staff members who previously used mass transit or other alternative methods of transportation, but wish to request a parking spot, will be added to the wait list. Until a permanent spot becomes available, military and civil service staff members may request a temporary or visitor pass.

(3) Four parking spots are reserved for Command vehicles.

(4) Three parking spots are reserved for the Chief, BUMED's visitors.

b. Upon detaching, BUMED HQ staff must check out with the DHHQ CPMO and relinquish their BUMED HQ parking placard. Under no circumstances shall a BUMED HQ staff member directly turn over their assigned BUMED HQ parking placard to another staff member.

8. Entrances and Exits

a. Main Entrance

(1) The Main Entrance gate to the DHHQ compound is manned by the Pentagon Force Protection Agency (PFPA) personnel, is located at 7700 Arlington Boulevard, Fall Church, VA, and is accessible 24 hours a day, 7 days a week.

(2) The Main Entrance is built with four lanes to accommodate maximum ingress or egress to meet the needs of traffic.

(3) The left lane is configured to include two guard booths, two lanes for incoming traffic, and two lanes for outgoing traffic. The left lane is for employees only, and the right lane is for all thru traffic. Both lanes require the Security Officer to conduct a visual inspection of the CAC and parking placard.

(4) The Security Officer in the right lane confirms the identity of visitors and delivery truck drivers.

(5) There is a covered vehicle inspection area and a truck turnaround area on the left side for trucks denied access to the DHHQ compound.

(6) This location also has two exit lanes, one for right turns onto U.S. Highway 50 for West bound traffic and one for left turns onto U.S. Highway 50 for East bound traffic.

(7) Entrance into the parking area requires the use of the CAC to access the gate and allow vehicle entrance. Staff members are encouraged to use the staff lanes for more efficient entry. If the driver does not have a properly privileged CAC, the driver will need to enter through the visitor gates.

b. Employee Entrance

(1) The Fairview Park Drive entrance is an employee entrance only. There is one entry and one exit lane.

(2) The entrance includes one guard booth on the inbound lane. Security Officers conduct visual inspections of the CAC and the parking placards.

(3) Shuttle buses and Kiss and Ride (KNR) drivers enter through the entrance once the Security Officer validates that passengers on the bus and POV are staff members assigned to tenant commands located at the DHHQ. There is a covered vehicle inspection area on the right side after the gate entry area. Beyond the entrance, there will be two active vehicle barriers.

(4) Only those staff members with a BUMED HQ parking placard or temporary pass and a properly privileged CAC will be authorized to use the employee entrance to park.

9. Vehicle Searches. The DHHQ compound and complex is a Federally leased facility with physical security and police services provided by PFFA. All vehicles entering the DHHQ compound are subject to search as required by PFFA Security Officers as Force Protection Condition levels and PFFA standard operating procedures dictate.

10. CAC. The CAC is required to enter the employee parking lanes at the Main Entrance, to use the Fairview Park employee entrance, to enter and exit the DHHQ buildings, to use the DHHQ Fitness Center, to log into the BUMED HQ network system, to enter and exit BUMED HQ spaces located on the first and second floor of the Northwest Building on the DHHQ compound, and is used as a boarding pass for all shuttle services (the Dunn Loring Metro shuttles, the Pentagon Shuttle, and the Skyline shuttle) servicing the DHHQ compound.

11. Traffic and Parking Procedures

- a. Permanent, temporary, and event parking assignments are made through the BUMED HQ representative at the DHHQ CPMO.
- b. If a vehicle is illegally parked in an assigned space, the assigned space holder should report the vehicle description, license number, and DHHQ parking placard number (if present) to the DHHQ CPMO. The permanent space holder will be reassigned a temporary parking space. The DHHQ CPMO will contact the service representative of the illegally owned vehicle and report the incident for correction and/or administrative action. If the vehicle is not registered with the DHHQ CPMO, PFPA will be notified to further inspect the vehicle. Towing is at the discretion of PFPA and the DHHQ complex owner.
- c. Repeated violations will result in loss of parking privileges on the DHHQ compound.
- d. BUMED HQ staff members, other than Flag Officers or SES members, may not leave their vehicle on the compound overnight without previous authorization from the DHHQ CPMO.
- e. On weekdays after 1500 and all day on weekends, parking is open, non reserved.

12. Vehicle Accidents

- a. Provide immediate assistance for any injuries.
- b. Notify the PFPA Security Office at (703) 681-9111 or 911.
- c. Do not move vehicles or severely injured persons until PFPA personnel arrive.
- d. Involved parties should obtain the following information from each other: license number, vehicle description; driver's name, work and personal telephone numbers; registration, and insurance company policy information.
- e. Involved parties are responsible for reporting the accident to their insurance company.

13. Issuance of Citations and Towing. The DHHQ compound is under a concurrent jurisdiction agreement with the PFPA and Fairfax County Police department subject to the policies, procedures, and regulations contained in reference (b).

- a. POVs illegally parked will be given a warning.
- b. POVs not registered with the DHHQ CPMO and parked illegally will be given a warning.
- c. POVs blocking access, egress, yellow-curbed areas vital to emergency vehicles and fire protection will be immediately cited and towed at the owner's expense.
- d. POVs considered abandoned or disabled may be cited and towed at owner's expense.

14. Forms

a. BUMED 5560/3 (06-2012), Non-Government Vehicle Registration is available electronically from the Navy Medicine Web site at:

<http://www.med.navy.mil/directives/Pages/BUMEDForms>

b. The following DHHQ forms are available electronically:

(1) Carpool: <https://www.timpo.osd.mil/brac/documents/pdf/DHHQ-Carpool-Registration-Form.pdf>.

(2) Vanpool: <https://www.timpo.osd.mil/brac/documents/pdf/DHHQ-Vanpool-Registration-Form.pdf>



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Distribution is electronic only via the Navy Medicine Web Site at:

<http://www.med.navy.mil/directives/Pages/default.aspx>

REGISTRATION AND MARKING
OF NON-GOVERNMENT OWNED MOTOR VEHICLES



Flag Officers:
Appropriate number of Stars
Blue Installation Indicator,
expires 3 years from issue
date, and laminated.
(not permanently affixed)

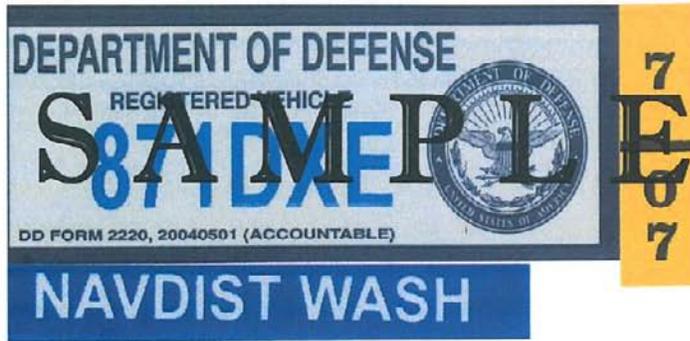


O-6 Officers:
One Eagle
Blue Installation Indicator,
expires 3 years from issue
date, and laminated.
(not permanently affixed)



Chief Petty Officers:
Appropriate rank (CPO,
SCPO, or MCPO).
Red Installation Indicator,
expires 3 years from issue
date.

REGISTRATION AND MARKING
OF NON-GOVERNMENT OWNED MOTOR VEHICLES
(CONTINUED)



O-1 – O-5 Officers:
Blue Installation Indicator,
expires 3 years from issue date.



GS-1 – SES:
Green Installation Indicator,
expires 3 years from issue date.

ACRONYMS

BUMED	Bureau of Medicine and Surgery
CAC	Common Access Card
CPMO	Consolidated Parking Management Office
DFA	Director for Administration
DHHQ	Defense Health Headquarters
DOD	Department of Defense
HD	Handicapped
HQ	Headquarters
ID	Identification
KNR	Kiss and Ride
PFFPA	Pentagon Force Protection Agency
POV	Privately Owned Vehicle
RDO	Regular Day Off
SES	Senior Executive Service
TAD	Temporary Additional Duty