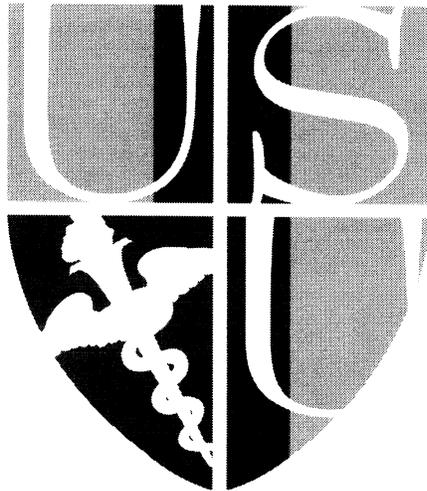


USUHS

INSTRUCTION
5526

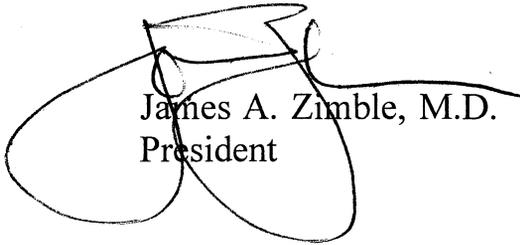




USUHS



DIRECTIVE SYSTEM TRANSMITTAL

| | |
|--|------------------------|
| NUMBER USUHS I-5526, Change 1 | DATE OCT 1 1999 |
| ATTACHMENTS Enclosures 2 and 3 | |
| INSTRUCTIONS FOR RECIPIENTS The following page change to USUHS Instruction 5526, "Motor Vehicle Regulations and Parking Policies," dated April 7, 1995 has been authorized. <u>Page Changes</u> Replace <i>Enclosures 2</i> and <i>3</i> . <u>Effective Date</u> The above changes are effective immediately.  James A. Zimble, M.D. President | |



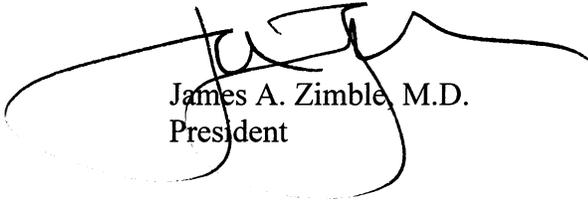
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799



USUHS

DIRECTIVE SYSTEM TRANSMITTAL

| | |
|---|-------------|
| NUMBER | DATE |
| USUHS INST 5526 (SEC) Change-2 | SEP 12 2001 |
| ATTACHMENTS | |
| None | |
| INSTRUCTIONS FOR RECIPIENTS | |
| <p>The following change to USUHS Instruction 5526, "Motor Vehicle Regulations and Parking Policies," dated April 7, 1995, has been authorized.</p> | |
| <p><u>Pen Change</u></p> | |
| <p>Enclosure 2, page 2, paragraph 4, add paragraph "g. The car/van pool area is open for general parking after 10:00 a.m. on Mondays through Fridays. No overnight parking is permitted in the car/van pool area."</p> | |
| <p><u>Effective Date</u></p> | |
| <p>This change is effective immediately.</p> | |
| <p> James A. Zimble, M.D. President</p> | |
| <p>When prescribed action has been taken, this transmittal should be filed with the basic document USUHS FORM NO. 5309 (Rev 4/96 – ASD)</p> | |





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Motor Vehicle Regulations and Parking Policies

Instruction 5526

(SEC)

ABSTRACT

APR 07 1995

This instruction implements the Uniformed Services University of the Health Sciences' (USUHS) procedures^a for the operation, registration, parking of motor vehicles, and the use of United States Court Violation Notices at the USUHS complex.

A. Purpose. This Instruction cancels USUHS Instruction 4501^a and assigns enforcement of traffic regulations, with regard to parking, operation and registration of motor vehicles within the confines of the USUHS complex, to the Security Officer or designee, USUHS.

B. References. See *Enclosure 1*.

C. Applicability. This Instruction applies to all personnel, military and civilian employed at or visiting the USUHS complex.

D. Policy. The Commander, National Naval Medical Center (NNMC) maintains jurisdiction over control of traffic laws and regulations for NNMC^{b,c}. The

USUHS Security Officer ensures that policy and procedures set forth in instructions generated by Commander, NNMC are adhered to.

E. Responsibilities.

1. NNMC Security enforces motor vehicle laws and parking regulations for the NNMC and, at the request of the USUHS Security Officer, for the USUHS complex.

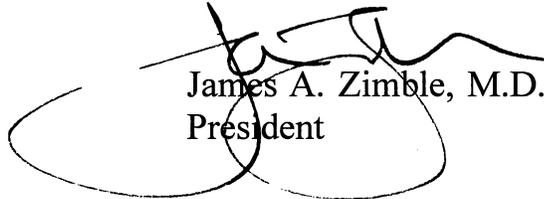
2. All USUHS personnel operating a vehicle in the USUHS complex must possess a valid operator's license for the particular type and class of vehicle they are operating.

3. All vehicles are required to display appropriate state inspection

and registration requirements. Upon request by an NNMC police officer or USUHS Security, personnel are required to produce an operator's license and registration or some other proof of ownership.

F. Procedures. *See Enclosure 2.*

G. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Procedures
3. Vehicle Registration Procedures
4. Vehicle Operation at USUHS
5. NNMCINST 5560.1, "Motor Vehicle Regulations and Parking Policies of the National Naval Medical Center, Bethesda, Maryland, 27 November 1989"

REFERENCES

- (a) USUHS Instruction 4501, "Motor Vehicle Operations and Parking Regulations" dated July 2, 1990 (cancelled May 10, 1994)
- (b) NNMCINST 5560.1, "Motor Vehicle Regulations and Parking Policies of the National Naval Medical Facility, Bethesda, Maryland" dated November 27, 1989
- (c) DoD Directive 5525.4, "Enforcement of State Traffic Laws on DoD Installations" dated November 2, 1981

PROCEDURES

1. Vehicles requiring registration.

Personnel associated with USUHS who desire to operate or park privately owned vehicles, trailers and/or motorcycles at USUHS are required to register their vehicles with the USUHS Security Office, UP001. Vehicle registration procedures are outlined in Enclosure (3).

2. Vehicle operators.

Personnel will operate their vehicles in compliance with regulations outlined in Enclosure (4).

3. Routine Parking.

a. Other than areas specifically identified as reserved, parking is first-come, first-serve. Reserved parking spaces for physically disabled, special awards, and government vehicles have been provided.

b. Vehicles parked in unauthorized parking spaces or areas will be ticketed and possibly towed.

c. No passenger cars will be parked in spaces designated for trucks and vans between the hours of 0630 (6:30am) and 1400 (2:00pm), Monday through Friday. Passenger

cars may be parked in these locations on holidays, Saturdays or Sundays, conditions permitting.

d. All motorcycles will be parked in spaces designated as such in the upper parking level near the Building "B" elevators.

4. Car/Van Pool Parking.

a. A valid car/van pool must consist of two or more members assigned to the USUHS. Other passengers may be assigned to other organizations on the NNMC base. Priority will be given to car/van pools consisting of three or more passengers.

b. All car/van pool vehicles must be registered with the USUHS Security Division and have a current DoD Decal.

c. When car/van pool participants read and sign the Memorandum of Understanding for the USUHS car/van pool registration (SEC Form 675) they will be assigned a car/van pool space in the old executive parking area.

d. Each car/van pool party will be issued one rear view mirror hanger. This hanger is required to be displayed in the vehicle when

parked in the designated car/van pool parking space. The rear view mirror hanger is U.S. Government property and must be returned to the USUHS Security Division when the car/van pool is disbanded.

e. Car/van pool participants are responsible for notifying the USUHS Security Division if there are any changes to their car/van pool status.

f. The USUHS Security Division will perform periodic inspections to ensure that no vehicle is entering the designated car/van pool location with only a single occupant or without the rear view mirror hanger displayed.

5. Visitor/Special Request Parking.

a. Requests for visitor parking will be submitted in writing to the USUHS Security Officer for approval. Requests will include the name of visitor, make/model of vehicle, license number, date and inclusive times of visit and department/area being visited. Requests should be submitted in an ample amount of time necessary to process the request, normally five (5) working days.

b. Overnight parking.

(1) Overnight parking is not usually permitted at the USUHS; however, special requests and emergencies will be handled on a case-by-case basis.

(2) All vehicles parked overnight must have prior authorization and an overnight parking permit issued by the USUHS Security Office, UP001.

(3) The parking permit will be placed on the driver's side of the vehicle, in a position easily readable from outside the vehicle.

(4) Vehicles with overnight parking permits will be parked in the following areas **only**:

(a) Automobiles and Small Trucks: Lower level area of the parking garage in the parking spaces at the far wall.

(b) Trucks/Vans: In the truck/van area, to the left of the entrance; in the parking spaces at the end and to the front.

(5) Motorcycles will not be parked for extended periods of time within the USUHS complex. Current space allocated for motorcycle parking is limited and is reserved for daily use. Other arrangements, such as parking at home or at the residence of a friend or acquaintance should be pursued.

c. Parking for the physically disabled.

(1) Reserved parking for the physically disabled is established and clearly marked at various locations, close to elevators in upper parking, or near the entrances to truck and van parking. Vehicles parked in

Enclosure 2

these areas must display clearly marked tags or have a pass displayed in the front window.

(2) Personnel who are temporarily incapacitated with an injury or require the use of crutches, canes or other such assistance may apply for a short-term physically disabled parking pass from the USUHS Security Office. This pass will allow the individual short-term access to reserved parking, as appropriate.

6. Abandoned Vehicles.

Vehicles not having the proper registration or that remain parked in the USUHS garage without prior arrangements with Security, will be ticketed after 24 hours and considered abandoned/and possibly towed after 72 hours. The Security Officer retains authority for the removal of abandoned vehicles from the USUHS. Any removal of such vehicles will be at the owner's expense.

Attachment:
SEC Form 675

**MEMORANDUM OF UNDERSTANDING FOR USUHS
CAR POOL REGISTRATION**

I will abide by the car pool regulations listed below.

1. All valid car-pools must consist of two or more members assigned to USUHS. Other members may be assigned to other organizations on board the National Naval Medical Center base. Priority will be given to car-pools consisting of three or more members.
2. All car-pool vehicles will be registered with the USUHS Security Division and have a current DoD Decal.
3. Car-pool vehicles will be identified by a rear view mirror hanger which will be required to be displayed in each vehicle parked in a designated car-pool parking space. Only one (1) hanger will be issued to each car pool. Allowing another person, not in the car pool, to use the rear view mirror hanger is grounds for immediate dismissal from the program.
4. Failure to display the hanger will result in a warning for that car-pool party. The second offense may result in a \$25.00 fine and forfeiture of car pool parking privileges for that car-pool party.
5. The USUHS Security division will visually check to ensure that vehicles are not entering the designated car-pool location with single occupancy. Only one warning will be issued to members riding by themselves, the second offense will result in the forfeiture of car pool parking privileges for that car pool party.
6. Car-pool personnel are responsible to notify the USUHS Security division if there are any changes to their car pool status.
7. The rear view mirror hanger is U.S. Government property and must be turned in to the USUHS Security division when the car-pool is disbanded.

8. I hereby certify that I will abide by all car-pool rules and regulations:

1. Sign: _____ Date: _____

2. Sign: _____ Date: _____

3. Sign: _____ Date: _____

4. Sign: _____ Date: _____

VEHICLE REGISTRATION PROCEDURES

1. Requirement.

a. All personnel, military or civilian, employed by USUHS are required to register privately owned motor vehicles to include motorcycles, motor scooters, and mopeds. Individuals assigned to the USUHS who were issued DoD decals at other facilities are also required to register their vehicles with the University.

b. Personnel on temporary duty at the USUHS complex and who do not have a DoD decal will register their vehicle(s) and obtain temporary parking passes from the Security Office while assigned to USUHS.

2. Certification Requirements.

a. To register motor vehicles, the individual must have a driver's license and current state vehicle registration. If the registration is in another name, the person must have a notarized letter authorizing that individual full use of the vehicle.

Note: Required documentation must be in the registrant's possession at time of application or when updating registration. No decals will be issued without required documentation.

b. All personnel must certify that they have at least the minimum amount of vehicle liability insurance as prescribed by the financial responsibility/compulsory insurance law of the State of Maryland. A policy number is required.

c. Vehicles with temporary registration/tags or foreign tags will not be permanently registered nor issued DoD decals.

3. Decals and Stickers.

a. DoD decals and stickers will be issued for each registered vehicle.

(1) On all four wheeled vehicles, DoD decals and year stickers are to be permanently affixed to the outside of the front windshield above the rear view mirror or on the left bottom of the driver's side of the windshield. Decals should be easily visible to Security or NNMC police personnel, and they must be permanently affixed to the outside of the vehicle's windshield.

(2) Motorcycle decals will be displayed on a front surface, either on the windshield, the fender, or on the left side where they are clearly visible.

Enclosure 3

b. Decals will be placed with the DoD decal as center, placing the USUHS sticker directly underneath the decal. The expiration year will be placed to the right of the decal, as shown:

| | |
|-----------|---|
| DoD DECAL | Y |
| | E |
| | A |
| | R |
| USUHS | |

4. Cancellation.

The Security Officer, USUHS may direct cancellation or suspension of registration when:

a. A registered vehicle has been used in a manner at the USUHS/NNMC which violates USUHS/NNMC regulations, or violates local state laws.

b. The driver and/or registered owner is responsible for an accident at the USUHS/NNMC due to negligence or recklessness.

c. The driver and/or registered owner permits unlawful or fraudulent use of decals or stickers.

Vehicle Operation at USUHS

1. Operator license.

All vehicle operators must possess a valid license for the type of vehicle and class of vehicle being operated.

2. Registration.

All vehicles parked or operated in the USUHS complex must be in compliance with registration requirements of the state as permitted by the state of Maryland law in regards to license plate, sticker or decals display. Current registration documents must also be in the possession of the vehicle operator.

3. Speed Limits.

a. Speed limits on the NNMC complex are strictly enforced by patrol vehicles and by radar. The maximum speed limit on NNMC roadways is 20 miles per hour, unless otherwise posted. Individuals will operate vehicles in a reasonable and prudent manner consistent with traffic and road conditions, and under no circumstances at a speed that could endanger pedestrians or property. Devices that detect the use of radar detectors are authorized for use in identifying speeders.

b. The maximum speed limit within USUHS parking areas is 5 miles per hour.

4. Accidents.

All accidents involving motor vehicles within the USUHS complex will be reported immediately to the USUHS Security Guard Force, who will then notify USUHS Security and NNMC Security Police.

a. Government vehicles.

Accidents which occur off the USUHS complex and involve government vehicles will be reported to the Administrative Support Division. Failure to report such accidents will be grounds for disciplinary action.

(1) Operators of government vehicles involved in any accident will immediately stop and render such assistance as needed to prevent further injuries or reduce the hazard of further injury.

(2) In the event of an accident involving a government vehicle, on or off the USUHS complex, no matter how minor or whether or not there is an apparent injury or property damage, a Standard Form 91 (Motor Vehicle Accident Report) will be completed at the scene of the accident by the

driver involved and submitted to the Chief, Administrative Support Division with a copy forwarded to the USUHS Security Officer. No opinions of fault will be expressed, either orally or in writing, to claimants as to liability, investigative findings or the possibility of claim approval against the government. Operators will not complete insurance company accident report forms or make official accident investigation reports available to a claimant or any individual representative of a non-military organization. Requests for this type of information should be forwarded to the General Counsel, USUHS, for appropriate action.

(3) Government vehicle operators who receive a citation, subpoena, summons or ticket from state or local police for any type of traffic violation will immediately notify the Chief, Administrative Support Division of the circumstances.

b. Privately Owned Vehicles. Personnel involved in accidents at the USUHS complex will be investigated by NNMC Security Police, and may or may not be cited, dependent upon circumstances surrounding the incident. Operators will comply with reporting requirements of the Maryland Motor Vehicle Code.

5. Repairs.

Personnel **will not** perform repairs to their vehicle while parked within the USUHS complex. Space limitations and sight obstruction preclude performance of a routine nature. Emergency repairs may be made with prior approval from the Security Officer only.

6. Towing.

Although towing of privately owned vehicles is regarded as a drastic measure, the necessity of removing traffic hazards and impediments to the proper function of USUHS activities warrants such action when all other reasonable means fail. Privately owned vehicles may be towed without owner consent when:

(1) The vehicle is illegally parked, creating a hazardous traffic condition or interfering with snow removal or fire fighting equipment.

(2) The vehicle is left unattended for more than 72 hours and judged to be abandoned.

(3) Towing will be done at the direction of the Security Officer and will be logged by the Security Guard Force at the direction of the Security Officer. Arrangements for release of the vehicle must be made by the owner with the private towing contractor. USUHS is not responsible for vehicle damage

incurred during towing or the contents of the vehicle being towed.

7. Booting.

Booting is used by NNMC Security Police for habitual violators of vehicles regulations and for individuals with outstanding unpaid citations. When vehicles within the USUHS complex are booted the boot can only be removed by NNMC Law Enforcement personnel and cannot be removed by USUHS Security.

8. Miscellaneous.

- a. Living in recreational vehicles at the USUHS complex is prohibited.
- b. Storage of trailers of any type at the USUHS complex is likewise prohibited.
- c. Vehicles of excessive length and height will be restricted to the

parking lot behind "C" building on Stone Lake Road or I-lot behind the bowling alley.

- d. Roller skating, roller-blading and skateboarding within the USUHS tunnel and parking garage is not permitted.

9. Bicycle parking.

- a. Bicycle racks are located in the tunnel level plaza area, near the entrance to "B" building.
- b. Bicycle riding other than on appropriate roadways and/or parking will not be permitted within USUHS facilities. This includes the parking garage, building corridors, laboratories and offices. Only designated bicycle parking areas will be used for parking bicycles.



DEPARTMENT OF THE NAVY
NATIONAL NAVAL MEDICAL CENTER
BETHESDA, MARYLAND 20814-6000

USUHS-5526
Enclosure 5

IN REPLY REFER TO
NNMCINST 5560.1
073
27 NOV 1989

NNMC INSTRUCTION 5560.1

From: Commander

Subj: MOTOR VEHICLE REGULATIONS AND PARKING POLICIES OF THE
NATIONAL NAVAL MEDICAL CENTER, BETHESDA, MARYLAND

Ref: (a) DOD Instruction 5525.4
(b) OPNAVINST 5580.1
(c) Annotated Code of Maryland, Transportation
(d) OPNAVINST 5560.10B
(e) SECNAVINST 5822.1A
(f) OPNAVINST 5100.12E
(g) NDWINST 5560.6E
(h) OPNAVINST 11200.5C
(i) SECNAVINST 5300.29

Encl: (1) Station Traffic Regulations
(2) Parking Areas and Assignments
(3) Vehicle Registration Procedures
(4) Car-Pool Parking Policies and Procedures
(5) Procedures for Handling Traffic Violations and Appeals

1. Purpose. To promulgate regulations and policies concerning the operation of motor vehicles, parking and the utilization of United States Court Violation Notice(s) on board National Naval Medical Center (NNMC) in accordance with references (a) through (i).

2. Cancellation. NMCNCRINST 5560.1A

3. Scope. This instruction applies to all personnel, military and civilian, operating vehicles within the confines of the NNMC complex.

4. Jurisdiction. The Commander, NNMC, has sole jurisdiction over the control and enforcement of traffic laws and regulations within the confines of the NNMC complex.

5. Traffic Regulations. All persons operating a vehicle on NNMC must possess a valid operator's (driver's) license for the type and/or class of vehicle being operated and must be familiar with the laws, rules and regulations governing the safe operation and parking of vehicles thereon. All vehicles must display evidence of compliance with applicable state vehicular registration and inspection requirements. No person operating a motor vehicle on NNMC shall refuse to exhibit for inspection and upon request by a NNMC police officer, an operator's license and registration or other proof of ownership.



DEPARTMENT OF THE NAVY
NATIONAL NAVAL MEDICAL CENTER
BETHESDA, MARYLAND 20814-5001

IN REPLY REFER TO:

NNMCINST 5560.1 CH-1
07041
19 MAR 1990

NNMC INSTRUCTION 5560.1 CHANGE TRANSMITTAL 1

From: Commander

Subj: MOTOR VEHICLE REGULATION AND PARKING POLICIES OF THE
NATIONAL NAVAL MEDICAL CENTER, BETHESDA, MARYLAND

1. Purpose. To transmit Change One to the basic instruction.
2. Cancellation. This change transmittal is cancelled on completion of action.
3. Action. Make the following pen and ink changes:

a. Enclosure (2) paragraph 2.b: Add "Sailor of the Year (NNMC and Tenant Activities), Sailor of the Quarter (NNMC and Tenant Activities), and Civilian of the Quarter (NNMC and Tenant Activities)."

b. Enclosure (2) paragraph 2.i: Delete last three lines in their entirety. Add "Personnel as assigned by the Commander."

c. Enclosure (2) add paragraph 7: "Overflow Parking. When parking areas become full, overflow parking is in all instances the gravel portion of "G" Lot and "I" Lot (behind the Bowling Alley)."


D. F. HAGEN

Distribution:

Lists I, II, III and IV

STATION TRAFFIC REGULATIONS

1. Operator Permit

a. Privately Owned Vehicles. All vehicle operators must possess a valid operator's license for the type and/or class of vehicle being operated.

b. Government Vehicles. Operators of special purpose government vehicles must have a valid U.S. Government Motor Vehicle Operator's Identification Card (Standard Form 46) in their possession. For the purpose of these regulations, special purpose vehicle include passenger vans designed for ten or more persons, heavy duty equipment, and emergency vehicles.

2. State Vehicle Registration, Inspection and Equipment Requirements

a. All vehicles operated or parked on the NNMC complex must be in compliance with the vehicle registration requirements of the state, territory, possession, country of residence or other authorized authority, as permitted by the Maryland Vehicle Law, as it relates to the display of license plate(s) and/or stickers or decals. The operator must also be in possession of documents evidencing current registration of the vehicle in such jurisdiction.

b. Appropriate stickers, decals or other documentation evidencing compliance by a vehicle being operated or parked on the NNMC complex with any mandatory vehicle safety and/or emissions inspection of the jurisdiction in which the vehicle is registered, must also be displayed and/or in the possession of the operator, as required by such jurisdiction.

c. Any vehicle being operated on the NNMC complex must be equipped with all safety and other equipment mandated by applicable federal law and law of the jurisdiction in which the vehicle is registered.

3. Speed Limits. Speed limits on the NNMC complex are strictly enforced by patrol vehicles and by radar. The maximum speed limit on NNMC roadways is 20 miles per hour unless otherwise posted. Additionally, the maximum speed limit in all parking lots and garages is ten miles per hour. No vehicle shall be operated at a speed that, with regard to the actual and potential dangers existing from roadway, traffic, or pedestrian flow, is more than that which is reasonable and prudent under the existing conditions.

4. Signs and Pavement Markings. No parking is permitted within fifteen feet of any building entrance or exit, loading docks, fire hydrant, in the driveway of the NNMC Fire Station, in fire lanes, emergency access ways or other lanes where posted. Signs will be consistent with the recommendation of the Manual of

a. Marvland Vehicle Law. Pursuant to the provisions of references (a) and (c), the contents of reference (c) shall govern all vehicular and pedestrian traffic on the NNMC complex unless specifically provided for in this instruction.

b. Station Traffic Regulations. Enclosure (1) contains other traffic regulations applicable to NNMC which are in addition to or which modify the provisions of the Marvland Vehicle Law where local conditions demand.

6. Traffic Management. In accordance with references (a) through (1), vehicular traffic on NNMC shall be managed as follows:

a. Parking Assignment Priorities

(1) Parking spaces currently available for the handicapped, official vehicles, visitor parking, customer service functions (Navy Resale Activity, clubs, recreation service, outpatients, etc.), quarters parking, including the BEO/BOO and other official use functions will be deducted from the total parking spaces available. The remaining parking spaces will be allocated as indicated with the following priorities:

(a) Handicapped persons and those drivers who regularly provide transportation for the handicapped:

(b) Van-pools:

(c) Car-pools with two or more members:

(d) Single occupant vehicles.

(2) Executive parking (those spaces restricted for use by the Commander, Deputy Commander, Directors, and others as determined by the Commander) will be assigned by lot and issuance of a magnetic key card. Other than those spaces specifically identified as being reserved for particular individuals, all spaces will be on a first come, first serve basis.

(3) Specific parking areas and assignments are contained in enclosure (2).

b. Vehicle Registration. All staff personnel who operate a motor vehicle on board the NNMC complex will register said vehicle in accordance with the provisions of references (d) and (e). Personnel will make application at the NNMC Security Division, Pass and I.D. Branch, Building #7. Vehicle registration procedures are explained in enclosure (3). Car-pool application and registration procedures are contained in enclosure (4).

c. Parking and Traffic Violations. In accordance with reference (e), U.S. District Court Violation Notices (DD Form 1805) are issued for parking and traffic violations at NNMC. Notices issued for moving violations on NNMC are returnable only to the address contained on the notice and may be appealed only to the Federal Magistrate. Notices issued for parking violations may be appealed to the NNMC Chief of Police or the Security Officer or the Federal Magistrate. Enclosure (5) provides additional information on procedures to be followed for appealing citations.

d. Vehicles Impounded or Booted. Vehicles parked in violation of NNMC traffic regulations or those with outstanding tickets or which are abandoned, may be impounded or booted as provided for in enclosure (1).


D. F. HAGEN


Distribution:

Lists I, II, III, and IV

Uniform Traffic Devices published by the U.S. Department of Transportation. The following colors will be used for pavement/curb markings:

- a. **YELLOW** - parking is prohibited at all times:
- b. **WHITE** - parking is permissible (by assignment):
- c. **RED** - fire lanes - no stopping or standing at any time.

5. Seat/Safety Belts and Child Safety Seats and Restraints

a. **Government Vehicles.** All persons operating or traveling as a passenger in a vehicle owned or leased by the government which is equipped with seat/safety belts or restraints shall wear the same while the vehicle is being operated on or off the NNMC complex.

b. **Private Vehicles.** All vehicles which are required by federal law or the law of the jurisdiction in which registered to be equipped with seat safety belts or restraints or child safety seats or restraints or which are required to be so equipped by the Maryland Vehicle Law which being operated in the State of Maryland regardless of jurisdiction in which registered, shall be so equipped and persons operating or traveling as a passenger in such private vehicles shall wear the required belts or restraints while being operated on the NNMC complex.

6. Motorcycle Regulations. Operators and passengers must, at all times, adhere to all applicable Navy and Department of Defense directives, as well as local codes regarding the operation of motorcycles. Reference (f) provides additional guidance.

a. All operators must successfully complete either a civilian or a military Naval Safety Center approved motorcycle traffic safety course. Prior to being issued a vehicle registration decal for on station registration, each registrant or operator of a privately owned motorcycle shall have a motorcycle safety course completion card signed by an approved instructor.

b. All motorcycle, moped, and motor scooter owners will comply with station vehicle registration requirements.

c. All speed limits and other motor vehicle regulations apply equally to motorcycles, mopeds, and motor scooters.

d. Sound suppressive mufflers and safety devices will be installed and operative.

e. All operators and passengers of motorcycles and motor scooters will wear the following personal protective equipment:

(1) Properly fastened protective helmets which cover the lower back of the skull and meets or exceeds the American National Standards Institute (ANSI). Standard Number Z90.1. Helmets must have manufacturer's markings certifying that they meet these standards.

(2) Goggles or face shields (properly attached to the helmet) which meet or exceed ANSI Standard Z2.1.

(3) Boots, preferably, or hard-soled shoes with heels.

(4) Full length trousers and long sleeved jacket or shirt.

(5) Full-finger leather gloves.

f. Motorcyclists must drive with headlights on at all times to increase their visibility to other motorists. Additionally, motorcyclists are encouraged to use reflective tape on helmets, back of jackets and jacket sleeves to improve visibility at night to other motorists, especially when signaling, changing lanes or turning.

7. Other Safety Regulations

a. No vehicle shall be operated on the NNMC complex with passenger(s) in the open bed or cargo area of the vehicle unless a person is seated and the person's arms and legs are within the confines of the bed or cargo area and the tail gate or any other door(s) or openings are closed and secured.

b. No vehicle shall be operated on the NNMC complex with any person standing or seated on the running board, fender, bumper, or any other part of the vehicle not designed for carrying of a passenger.

c. Passengers will not board or disembark from any moving vehicle. (NOTE: These restrictions shall not apply to vehicles which have been modified for such purpose in accordance with applicable federal, state, or local standards.)

d. Wearing of headphones (i.e. Walkman style) by vehicle operators, pedestrians and jogger(s) is prohibited at all times.

8. Accidents. All accidents involving motor vehicles aboard the NNMC complex will be reported immediately to NNMC Security Division. Accidents which occur off base and involve military personnel driving government vehicles will also be reported to the Security Division, NNMC. Failure to report such accidents may result in disciplinary action.

a. Government Vehicles

(1) In the event of an accident involving a government vehicle, on or off station, no matter how minor or whether or not

there is apparent injury or property damage, a Motor Vehicle Accident Report (Standard Form 91) will be completed at the scene of the accident by the driver involved and will be submitted to the NNMC Security Division. Do not complete insurance company accident report forms or make official accident investigation reports available to the claimant or to any individual representative of a non-military organization. Any request for this information should be forwarded to the Staff Judge Advocate, NNMC, for appropriate action.

(2) Operators of government vehicles receiving a citation, subpoena, summons, or ticket from state or local police regarding an accident will immediately notify their supervisor, who, in turn, will advise the NNMC Staff Judge Advocate and the NNMC Security Division of the circumstances.

b. Privately Owned Vehicles

(1) Personnel involved in a vehicle accident on the complex will report the accident to the NNMC Security Division. The Security Division will ensure that the reporting requirements of the Maryland Vehicle Code are met.

(2) Any claim or litigation against the government for damage or injury will be reported to the NNMC Staff Judge Advocate and the Head, Public Safety Department. A written report will be completed by the NNMC Security Division when an accident includes:

(a) Government property damage:

(b) One privately owned vehicle that is disabled and needs towing;

(c) Privately owned vehicle striking a pedestrian:

(d) An accident is questionable if the liability may be held against the Government.

9. Miscellaneous Regulations

a. Passing other vehicles moving in the same direction is prohibited except by emergency vehicles.

b. Use of horns is prohibited except in emergency situations.

c. No vehicle will be driven over a fire hose unless the hose is guarded by a ramp or otherwise directed to proceed by Security or Fire Department personnel.

d. No private vehicle will be equipped with a flashing light or siren without written approval of the Security Officer.

e. During snow emergency weather, all vehicles operating on the station must be equipped with snow tires, radial tires designated as all weather tires, or chains.

f. All vehicles must have parking permits displayed in such a manner that will make them readily visible to Security patrols. Inverted parking (backing into a space) is prohibited aboard the NNMC complex. Vehicles assigned to a specific reserved lot will not display stickers to any other reserved lot. Reserved lot stickers must be permanently affixed to the vehicle (Tape or other such means of affixing stickers is not authorized).

g. Vehicles with excessive length (17 feet), width (six feet), or height (six feet, seven inches) will be restricted to parking in G-Lot.

h. Storage of trailers, of any type, or boats is not permitted aboard the NNMC complex without written permission of the Commander or his designated representative.

i. "U" turns are permitted if the driver yields the right of way to any approaching vehicle that is so near as to be an immediate danger. "U" turns are prohibited at curves and crests of grade.

j. Vehicular traffic and parking in the supply warehouse, roads and grounds area, and public works shops area are restricted to personnel working in these areas. Parking on or around the heliport is prohibited. Adjacent street traffic will be controlled by NNMC security patrols during flight operations.

10. Towing Privately Owned Vehicles. Although towing is regarded as a drastic measure, the necessity of removing traffic hazards and impediments to the proper function of command activities warrants such action when all other reasonable means fail. Privately owned vehicles may be towed without owner consent when the vehicle is illegally parked, creating a hazardous traffic condition or is interfering with heliport operations, snow removal or fire fighting. Towing will be done at the direction of the Head, Public Safety Department; Chief of Police; Head, Security Division; or the CDO/OOD, and will be at the owner's expense. Additionally, towing may be authorized, without notice, for repeat, habitual, or serious traffic and/or parking violators. Vehicles towed will be properly logged by the NNMC Security Division. Arrangements for vehicle release must be made with the private towing contractor by the owner. NNMC is not responsible for vehicle damage incurred during towing or the contents of a vehicle being towed.

11. Booting of Vehicles. Booting may be used by NNMC Security personnel for habitual violators of this instruction and for individuals with outstanding unpaid citations. When a boot is placed on a vehicle, it will be removed only by NNMC Law

Enforcement/Security Division personnel. Theft of, or damage to, the boot by vehicle operator or other unauthorized personnel may result in disciplinary action.

12. Abandoned Vehicles

a. Security Division will process vehicles that are not properly registered or are parked in one location (other than assigned housing area/BEQ/BOO spaces) for a period of 72 hours or more as abandoned vehicles, unless the vehicle registrant notifies the Security Division that they will be:

- (1) In TAD status:
- (2) On leave:
- (3) Hospitalized.

b. Persons who are going on leave or TAD for an extended period of time and who plan to leave their vehicles aboard the complex must notify NNMC Security Division in writing. The notice should describe the vehicle location and the expected period of absence.

13. Right-of-Way

a. Emergency Vehicles. Emergency vehicles using flashing light(s) and/or siren will have the right-of-way over all vehicular and pedestrian traffic. Operators of other vehicles will move to the far right of the roadway and stop until the emergency vehicle has passed. This policy does not relieve the emergency vehicle operator of his duty to drive with all due caution and regard for the safety of others.

b. Pedestrian. Pedestrians have the right-of-way at all times except as stated above. Pedestrians will utilize pedestrian crossing(s) at all times. Failure of pedestrians to use the crossing(s) as well as drivers failing to yield to pedestrians may result in issuance of Federal citations and/or other disciplinary action. At all times, and especially during hours of darkness, pedestrians must use caution when crossing streets and roadways.

PARKING AREAS AND ASSIGNMENTS

1. Parking regulations will be strictly enforced and applicable citations will be issued. All personnel will park in the lot and (where applicable) space assigned.
2. Parking lot assignments for privately owned vehicles will be as follows (as space allows):
 - a. "A" Lot - Staff personnel in the following categories:
 - (1) Commanding Officers of Tenant Activities:
 - (2) Executive Officers of Tenant Activities:
 - (3) Command Master Chiefs of Tenant Activities:
 - (4) As assigned by the Tenant Activities (assignment of spaces to tenant activities made by NNMC Security at the direction of the Commander)
 - b. "B" Lot (Building #54) - Assigned staff military E-7 and above and civilian GS-6 and above:
 - c. Bachelor Quarter Spaces - reserved for BEQ/BOO residents only:
 - d. "C" Lot - Patrons of the Navy resale Activity. Building #57. (two hour limit posted). Residents of BEQ #12/50 will park in the first bay of "C" Lot or available spaces behind Building #12 (unless otherwise posted):
 - e. "E", "G", "K", and Facilities Management Parking Area - General parking for all staff registered on board the NNMC complex on a first come, first serve basis:
 - f. "H" Lot - Officers Club patrons and as reserved:
 - g. "H" Lot Extended - Club patrons:
 - h. "I" Lot - Navy Exchange. Building #23. and Bowling Alley employees:
 - i. "L" Lot - Car-pools, as assigned to tenant activities. Sailor of the Year (NNMC and Tenant Activities). Sailor of the Quarter (NNMC and Tenant Activities). and Civilian of the Quarter (NNMC and Tenant Activities):
 - j. Building #55 - Visitors, outpatients and other as designated below:
 - (1) Executive Lot. Commander, Deputy Commander, Directors, and others as determined by the Commander.
 - (2) Flag Officer Spaces. Flag officer spaces are reserved at all times for flag and general officers.

(3) Volunteer/Consultant Spaces. Only for personnel who have been issued either an NNMC Volunteer Pass or an NNMC Consultant Pass.

(4) Staff Personnel. During normal daily operation, staff personnel are not authorized to park in Building #55. This includes staff personnel who are in an out-patient or visitor status. Violators may be subject to receiving citations, towing, and/or disciplinary action. Dependents of staff personnel may park in Building #55 for valid medical appointments. Staff personnel working either the p.m. or night shift may park in Building #54 or #55 between the hours of 1400 and 0800, but may be subject to receiving citations, towing, and/or disciplinary action if found parked in Building #55 between the hours of 0800 and 1400.

3. In-Patient Parking. The parking facilities at NNMC are limited and parking facilities do not routinely exist for in-patients. In cases where private vehicle parking is needed, requests for parking assignments will be submitted to NNMC Security Division, as soon as possible and within 24 hours, by either staff of the admitting ward or by the patient.

4. Handicap Parking. Handicapped parking spaces are located on the first level of Building #54 (for staff) in Building #55 (for outpatients and visitors) and in 'A' and 'L' Lots (for staff, outpatients, and visitors).

5. Security Escorts. Personnel desiring security escorts during hours of darkness may request this service by reporting to Security Division, Building #7. As soon as possible following receipt of a request, a police officer will provide an escort. Personnel must be aware that emergencies take precedence over providing this service and delays are possible.

6. Housing Areas/Navv Lodge. Closed to all traffic except residents of the housing areas and their guests, registered guests of the Navv Lodge, Facilities Management maintenance personnel, and NNMC Security Division patrols. No other vehicular or pedestrian traffic is authorized. Parking in front of the resident quarters is restricted to residents and their guests.

VEHICLE REGISTRATION PROCEDURES

1. Vehicles Subject to Registration. Privately-owned motor vehicles, trailers and motorcycles operated on any area within or under the jurisdiction of the Commander, NNMC.

2. Registration

a. Military personnel and civilians employed at NNMC: retired military personnel: Reserve and Air National Guard personnel: spouses of deceased military members and dependents whose military sponsors are assigned elsewhere are eligible to register their vehicles at the NNMC complex.

b. Military and civilian staff personnel must register their vehicles with Pass and I.D. Section, Security Division, within three working days of their arrival on board the NNMC complex.

c. Retired military personnel, dependents whose sponsor is stationed elsewhere, and other persons having a legitimate purpose for being on station may register their vehicles at Pass and I.D. Section, Building #7, during normal working hours.

d. Persons on temporary duty at the NNMC complex with a vehicle that has a valid registration decal from another DOD installation, must obtain a temporary parking permit while assigned to the NNMC complex.

3. Registration Requirements

a. Driver's License/State Registration. To register motor vehicles, a registrant must have a valid state driver's license and evidence of current state vehicle registration. If the state vehicle registration is issued to another person, the person requesting a base registration must have a notarized letter authorizing the applicant full use of the vehicle.

b. Minimum Liability Insurance. Registrants must certify that they have, and that they will continue to have, motor vehicle liability insurance in an amount at least equal to minimum limits prescribed by the current financial responsibility/compulsory insurance law of Maryland. A policy number is required.

c. Restrictions on Permanent Registration. The Security Division will not permanently register vehicles with foreign, dealer or temporary plates.

4. Registration Decals and Stickers

a. Registration decals are to be displayed on the left front bumper of conventional four-wheeled motor vehicles, facing forward and slightly upright. If the vehicle front bumper is

painted, plastic, rubberized, or laminated, the decal will be attached to the top center of the windshield. The decal must be visible to Security personnel performing traffic and parking control duties.

b. Motorcycle decals will be displayed on a front surface (left front fork or fender) where they are clearly visible.

c. A new decal must be obtained if a decal is lost, mutilated, or otherwise becomes illegible.

d. In instances where a staff member meets the eligibility requirements for parking in a reserved lot or garage (as described in enclosure (1)), he or she will be issued a lot designation sticker or a key card, whichever is applicable. Reserved lot stickers will be issued by serial number and will be recorded by the Pass and I.D. Section, Security Division. Reserved lot stickers are to be permanently attached to the vehicle in the lower left corner of the rear window. No vehicle may display stickers to more than one reserved lot.

5. Changes and Termination of Registration

a. All changes in status of registered vehicles must be reported to the Pass and I.D. Section, Security Division, within 72 hours. This includes, but is not limited to changes in state license tag number or ownership of the vehicle.

b. Vehicle registration is terminated upon sale or other disposition of the vehicle. Decals (or evidence of destruction) must be turned in to the Pass and I.D. Section when a sale or transfer of the vehicle occurs.

6. Cancellation of Registration

a. The Commander, NNMC, may cancel or suspend registrations as an administrative safety or control measure when any of the following conditions occur:

(1) The vehicle is being used, or has been used for purposes prohibited by law or regulation, including illegal transportation of government property, alcoholic beverages, controlled substances, or for purposes incident to gambling or prostitution.

(2) The driver or registered owner (either on or off base):

(a) Through negligence or recklessness was responsible for an accident resulting in death or personal injury:

(b) Permitted unlawful or fraudulent use of vehicle license plates, decals or stickers:

(c) Failed or refused to submit a report of any accident in which involved, or leaving the scene of an accident where damage, injury or death occurred:

(d) Operated a motor vehicle while under the influence of intoxicating liquor, narcotics, and/or unauthorized drugs:

(e) Is afflicted with any disease or disability that impairs the ability to safely operate a motor vehicle:

(f) Has had his/her state or military driver's license revoked.

(3) If at any time after registration the vehicle does not meet the established standards of safety:

(4) After expiration of the vehicle's state or other safety inspection sticker, if within three duty days after written notice to present a vehicle for re-inspection has been affixed to the vehicle or delivered to the owner's unit or place of employment, the vehicle is not re-inspected and the Pass and I.D. Branch notified that corrective action has been taken:

(5) If the owner lends his vehicle to or permits it to be driven by any person not properly licensed to operate a motor vehicle or by a person unfit to operate a vehicle due to impairment, intoxication or medication.

(6) The owner has three or more moving or parking violations within one year on the NNMC complex.

b. When directed to revoke an individual's driving privileges, the NNMC Security Officer will simultaneously revoke the owner's base registration for the period of revocation of driving privileges unless there is a qualified adult driver within the immediate household of the registered owner and the vehicle is required for necessary family maintenance.

CAR-POOL PARKING POLICY

1. References (d) and (e) specify car-pooling among government employees as an acceptable measure to reduce gasoline consumption and help to define the method of distribution for parking of privately owned vehicles on federally owned or leased property. Space priority will be given to car-pool parking in accordance with standards as set forth in this instruction. The following criteria govern the assignment of car-pool spaces:

a. All valid car-pools must consist of two or more members assigned to a command on board the NNMC complex:

b. One parking space will be allocated for every registered car-pool:

c. All car-pool vehicles participating in the car-pool will be registered on board the NNMC complex.

2. Car-Pool Registration. Persons desiring to register car-pools will complete a car-pool registration (NDW 5550.4) which is available at the NNMC Pass and I.D. Section, Security Division, Building #7.

a. When more than one vehicle registered to a particular car-pool is aboard the NNMC complex, only one of the vehicles is authorized to park in the designated space. The remaining vehicles must use the overflow lot (G-Lot).

b. Car-pools will be identified by a rear bumper decal. Any vehicle parked in a car-pool space and not displaying a current car-pool decal is subject to being ticketed and towed at the owner's expense.

c. Changes occurring in the status of individual car-pools must be reported to the NNMC Pass and I.D. Section for the purpose of updating the records or reassignment as appropriate.

d. A penalty of a six-month suspension of parking privileges on the NNMC complex may be imposed for misrepresentation of car-pooling memberships, application qualifications, or for violation of other car-pooling regulations.

PROCEDURES FOR HANDLING TRAFFIC VIOLATIONS AND APPEALS**U.S. District Court Violation Notice**

1. Citations will be issued to all military and civilian employees and visitors when violations of base parking and traffic regulations have been committed.

2. The citations are processed by the Clerk, United States District Court. Moving violations cannot be voided by NNMC Security Division personnel.

3. Distribution of U.S. District Court Violation Notice

(a) Central Violations Bureau, Baltimore, Maryland.

(b) Department of Motor Vehicles, State of registration.

(c) Issuing Officer, Security Division, NNMC.

(d) Violator.

4. **Magistrate's Hearing.** Violators will appear at the time specified by the Magistrate. A Magistrate's hearing is held once monthly as designated by the Magistrate. Hearings are held at the following location:

U.S. District Court
Executive Plaza North
First Floor Suite 100
6130 Executive Boulevard
Rockville, Maryland 20892

5. If a violator elects to appear at the Magistrate's hearing, the individual who issued the citation is required to be present.