NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 5560.2

From: Commanding Officer, Naval Support Activity Monterey

Subj: PARKING REGULATIONS

Ref: (a) OPNAVINST 5100.12 (Series)
(b) California Vehicle Code
(c) NSAMINST 5560.1 (Series)

Encl: (1) NSA Monterey Pass and ID Form
(2) Authorized “Staff” Parking Personnel
(3) Navy Gateway Inns and Suites Parking Pass
(4) Permanently Assigned Parking
(5) Lot Designations and Time Restricted Parking
(6) NSA Monterey Parking Passes
(7) NSA Monterey Main Station Map
(8) Lab/Recreational Area and Annex Map
(9) La Mesa Village Map

1. Purpose. To establish policy and assign responsibilities for administering parking spaces for tenant commands on Naval Support Activity (NSA) Monterey per references (a) through (c).

2. Cancellation. This instruction is new and should be reviewed in its entirety.

3. Scope

   a. This instruction contains specific procedures for parking motor and non-motor vehicles aboard the NSA Monterey main base, NSA Monterey Annex, the Golf Course Lab and Recreational Annex, areas of La Mesa Village managed by NSA Monterey, and all other sites under the cognizance of NSA Monterey. Commanders, commanding officers, officers-in-charge, and directors of tenant activities are responsible for implementing and enforcing the requirements of this instruction within their assigned organizations.

   b. Parking and access to NSA Monterey is a privilege. Specific parking priorities and protocols are in place and are enforced to ensure applicable laws are followed, provide permit staff and faculty appropriate access to convenient parking, and ensure distinguished visitors and senior leadership can access parking commensurate with position and rank.

   c. Personnel (military, civilian, and contractors) assigned to, employed by, visiting, or residing on NSA Monterey properties will be guided by and will comply with this instruction.
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4. Responsibilities

a. NSA Monterey Commanding Officer (CO) holds overall responsibility and authority for parking on NSA Monterey.

b. Public Works Officer (PWO): will plan for, design, construct, and maintain parking areas and ensure proper markings and signs for all parking spaces. PWO will coordinate with NSA Monterey departments and tenants regarding any necessary control and planning of Public Works (PW) activities that may impact use of parking spaces. PWO will ensure contractor compliance on all construction laydown areas and associated requirements.

c. NSA Monterey Operations Officer: will provide oversight for the administration, coordination, and enforcement of all parking onboard the installation; ensure parking spaces are utilized in accordance with references (a) and (b); ensure compliance with this instruction; ensure the installation CO is briefed on any parking issues/problems, and deter flagrant and repeat parking violations through the prescribed use of parking enforcement measures.

d. NSA Monterey Administrative Officer: will provide the NSA Monterey Pass and ID Form enclosure (1) to NSA Monterey staff and all other non NPS tenant commands that are authorized a blue "Staff" parking permit.

e. Naval Postgraduate School (NPS) Director, Facility Management: will provide the NSA Monterey Pass and ID Form enclosure (1) to qualified NPS faculty and staff authorized a blue "Staff" parking permit. Qualified personnel are delineated in enclosure (2).

f. Pass and ID Office: will process all "Student" and "Staff" parking permit requests utilizing the NSA Monterey Pass and ID Form, enclosure (1).

g. Manager of Navy Gateways Inns and Suites (NGIS): will provide a Parking Pass, enclosure (3) and directions to patrons for appropriate parking. This pass will be displayed in the windshield of the vehicle throughout the patrons stay on base. NGIS will also provide the NPS Protocol Office parking for up to 20 spaces to reserve for very important persons (VIP) and ceremonial and special event parking. When these spots are not VIP reserved, they will be considered open parking.

h. Traffic Safety and Parking Committee: will act as an advisory board to the NSA Monterey CO for parking related issues.

5. Policy. Parking spaces onboard NSA Monterey is consistent with the California (CA) Vehicle Code, reference (b) policies and priorities. All parking spaces shall be clearly marked and visible. The following describes the markings identifying the types of general spaces on NSA Monterey property.
a. Red spaces and painted curbs indicate a fire zone: no stopping, standing, or parking, whether the vehicle is attended or unattended. Buses may stop in a red zone when marked as a bus loading zone.

b. Blue spaces indicate parking reserved for drivers with a disabled parking placard or license plate and are in effect 24 hours a day. All violators can be ticketed and towed at the owner’s expense.

c. Motorcycle spaces are identified by their narrower than car striping. A motorcycle is defined as any motor vehicle with a seat or saddle for the rider, with not more than three wheels in contact with the ground, and weighing less than 1500 pounds. Motorcycles must be able to fit between the designated lines of the parking spot or are not authorized parking in a “Motorcycle” space. All violators can be ticketed and towed at the owner’s expense.

d. Enclosure (4) identifies parking spots that are permanently assigned. All violators can be ticketed and towed at the owner’s expense.

e. Enclosure (5) identifies who is authorized to park in each lot and which parking spots are authorized as time-restricted. All violators can be ticketed and towed at the owner’s expense.

f. Lots C, D, F, and H are designated as permit parking lots for permanent staff and faculty on the NSA Monterey Main Base. A blue “Staff” parking permit is required to be visible and affixed on the lower left hand corner of the front windshield (driver side). These lots are restricted during the times posted on the lot identification placards. Personnel authorized “Staff” parking is delineated in enclosure (2). Temporary permits are available through the NSA Monterey CO on a case by case basis.

g. Lots B and K are designated as High Occupancy Vehicle (HOV) restricted parking lots. An HOV parking pass with a date time stamp must be clearly visible on the dashboard of the vehicle. HOV parking passes are available from the HOV Pass machine located at the Sloat gate.

h. All other lots, not specifically designated as restricted, are available for general parking.

i. NSA tenant commands are responsible for their parking programs. NSA Monterey will act as final authority for any conflicts regarding parking. Security enforces specific designated areas as required by law; i.e., handicapped spaces, fire lanes, etc. Only the NSA Monterey CO can designate new spaces for purposes not outlined in this instruction. Only PW can mark new spaces (after NSA Monterey CO approval).

j. Bicycle parking is restricted to bike racks located on and off base.

k. General Parking Rules:

(1) No vehicle is to park within 15 feet of a fire hydrant or in any red zone or curb.
(2) No vehicle is to obstruct traffic or park in a roadway or crosswalk.

(3) Vehicles must park within designated white or blue lines.

(4) No vehicle shall park on any sidewalk or seeded (grassy) areas unless specifically designated for parking.

1. Violations:

(1) First violation can result in a Federal Magistrate Citation Form 1805 to inform personnel they have parked illegally.

(2) Further violations can result in punitive actions to include barment from NSA Monterey grounds for a minimum of one year and/or the car being towed at the owner’s expense.

m. Appeals for a moving violation or a disabled placard violation at NSA Monterey, or its tenants, will have three business days from the issued citation date to submit a Violation Protest. Forms are located on the NSA Monterey Police Forms page on the NPS Intranet website or at building 436. Protests for all parking violations will not be accepted.

n. PW may coordinate with Security to permit irregular parking for its vehicles due to ongoing work.

o. Personnel who wish to leave their vehicle onboard NSA Monterey while on leave or temporary additional duty (TAD) in excess of three days must provide written notification to the NSA Monterey Security Department and must park their vehicle in parking lot (R) next to the NSA Monterey Security Department buildings. Request forms are available in the NSA Monterey Security Department lobby.

p. Parking along the Northside of Sloat Avenue (closest to NSA Monterey fence line) is authorized with a “Student” or “Staff” decal, issued from the Pass & ID office. The permit must be visible and affixed on the lower left hand corner of the front windshield (driver side). Unidentified vehicles will be ticketed by the City of Monterey when they exceed the given time limit. Permits can be obtained by turning in enclosure (1) to the Pass and ID Office located by the Sloat Gate.

q. Morale, Welfare and Recreation will be responsible for the coordination of ceremonies and other special events that require open parking spaces and will work with PW and Security to meet this requirement. Requests for parking will be secondary to providing sufficient parking for employees, tenant commands, and daily installation activities.

r. The latest installation parking maps have been included as enclosures 7 through 9. The maps will be periodically updated and made available online at the NSA Monterey website: http://www.cnic.navy.mil/regions/cnrs/regions/montery.html
s. No vehicles shall be parked onboard NSA Monterey for the express purpose of offering the vehicle for sale.

K. L. BERTELESEN

Distribution:
Electronic only, via CNIC Gateway
https://g2.cnic.navy.mil/tnsrsw/NSAMONTERECA/default.aspx
NSA Monterey Pass & ID Form

LAST, FIRST NAME: ____________________________
SSN: _______________________________________
HEIGHT (INCH): _______ WEIGHT (LBS): ________ GENDER (M/F) (CIRCLE ONE)
RACE: ___________________ EYE/HAIR COLOR: ____________
DRIVERS LICENSE NUMBER/STATE: ________________________________
BRANCH OF SERVICE: ___________________ RANK: __________________
LOCAL ADDRESS: _______________________________________________
PRD/GRADUATION DATE: _______________________
HOME NUMBER: ________________________________________________
WORK NUMBER: ________________________________________________
DEPARTMENT/SCHOOL: ___________________ GSEAS GSBPP SIGS GSOIS
VEHICLE IDENTIFICATION NUMBER (VIN): _______________________
PLATE NUMBER/STATE: _______________________________________
COLOR AND MODEL OF VEHICLE: ________________________________
YEAR: ___________________
MAKE: ___________________
INSURANCE NAME/POLICY NUMBER: ____________________________

PASS & ID PERSONNEL ONLY

DOD NUMBER
MO/yr: ____________________________
FACULTY PARKING PERMIT NUMBER: ___________________________

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NPS Authorized "Staff" Parking Personnel
Per Faculty Handbook and NPS Parking Committee.

Staff: Civilian: GS-13 and above
       MILFAC: O-5 and above

Faculty: Tenure-Track Faculty
       Non Tenure-Track Faculty who meet the following conditions:

1) Step 7 or greater
2) Hold title of:
   Lecturer
   Senior Lecturer
   Research Assistant Professor
   Research Associate Professor
   Research Professor
   Professor of Practice
   Professor Emeritus
   Professor Naval War College

• Permits are available through the Pass and ID Office utilizing enclosure 1. The Pass and ID Office is located next to the Sloat Gate. All questions can be directed to:

NPS Director of Facility Management

Enclosure (2)
<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td></td>
</tr>
<tr>
<td>Make:</td>
<td></td>
</tr>
<tr>
<td>Model:</td>
<td></td>
</tr>
<tr>
<td>Color:</td>
<td></td>
</tr>
<tr>
<td>License Plate:</td>
<td></td>
</tr>
<tr>
<td>Duration of Stay:</td>
<td>From:</td>
</tr>
<tr>
<td></td>
<td>To:</td>
</tr>
<tr>
<td>Front Desk Signature</td>
<td></td>
</tr>
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</table>
Permanently Assigned Parking

<table>
<thead>
<tr>
<th>Lot</th>
<th>Naval Postgraduate Assigned Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>NPS President</td>
</tr>
<tr>
<td></td>
<td>NPS Provost</td>
</tr>
<tr>
<td></td>
<td>Chief of Staff</td>
</tr>
<tr>
<td></td>
<td>Director of Business Ops</td>
</tr>
<tr>
<td></td>
<td>NPS President's Official Vehicle</td>
</tr>
<tr>
<td></td>
<td>CDO/OOD</td>
</tr>
<tr>
<td></td>
<td>Protocol Office Vehicle</td>
</tr>
<tr>
<td></td>
<td>Twenty spaces reserved for NPS protocol to reserve for official visitors. When the spaces are not required, they are designated as open parking for NGIS patrons and other drivers authorized to park on base</td>
</tr>
<tr>
<td>C</td>
<td>Dean of SIGS</td>
</tr>
<tr>
<td></td>
<td>Dean of GSOIS</td>
</tr>
<tr>
<td></td>
<td>Dean of Students</td>
</tr>
<tr>
<td></td>
<td>Vice Provost</td>
</tr>
<tr>
<td>D</td>
<td>Dean of GSEAS</td>
</tr>
<tr>
<td>G</td>
<td>Dean of Research</td>
</tr>
<tr>
<td>H</td>
<td>Dean of GSBPP</td>
</tr>
<tr>
<td></td>
<td>University Librarian</td>
</tr>
<tr>
<td>I</td>
<td>Emeritus Provost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lot</th>
<th>NSA Monterey Assigned Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>NSA Monterey Commanding Officer</td>
</tr>
<tr>
<td></td>
<td>NSA Monterey Deputy Commander</td>
</tr>
<tr>
<td></td>
<td>NSA Monterey Commanding Officer Visitor</td>
</tr>
<tr>
<td></td>
<td>NSA Monterey Government Vehicle</td>
</tr>
<tr>
<td>Tisdale Road</td>
<td>Three spaces reserved for NSA Monterey Chaplain Staff and three spaces reserved for NSA Monterey Chaplain Customers</td>
</tr>
</tbody>
</table>
Lot Designations and Time Restricted Parking

<table>
<thead>
<tr>
<th>Lot</th>
<th>Authorized Parkers</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/D/F/H</td>
<td>Staff and Faculty with Blue Staff permit</td>
</tr>
<tr>
<td>B and K</td>
<td>HOV Restricted with pass in window</td>
</tr>
<tr>
<td>All other Lots except where specifically noted</td>
<td>Open parking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lot</th>
<th>Time Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Two spaces for 20-minute check-in parking at the loop entrance of Herrmann Hall</td>
</tr>
<tr>
<td>E</td>
<td>Nine spaces for 20-minute parking at the Sloat Gate entrance</td>
</tr>
<tr>
<td>J7E</td>
<td>Five spaces for 15-minute parking for Post Office patrons</td>
</tr>
<tr>
<td>L</td>
<td>Four spaces for two-hour parking for MWR activities</td>
</tr>
<tr>
<td></td>
<td>Two spaces for MWR vehicles</td>
</tr>
<tr>
<td>N2</td>
<td>One space for ATM parking</td>
</tr>
<tr>
<td></td>
<td>31 spaces for 2 hour parking</td>
</tr>
<tr>
<td>O1</td>
<td>Four spaces for Gym and MWR staff. All other spaces two-hour parking for gym patrons</td>
</tr>
</tbody>
</table>
NSA Monterey Parking Passes

Naval Postgraduate School
Staff
PARKING PERMIT
Expires Last Day of Year and Month Punched
03 04 05 06 J F M A M J J A S O N D
0627

Naval Postgraduate School
Student
PARKING PERMIT
Expires Last Day of Year and Month Punched
03 04 05 06 J F M A M J J A S O N D
2853

Enclosure (6)
La Mesa Village Map