



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter #31,
Parking Policy

1. REFERENCE: NSA-B Parking Plan Brief, January 2013.

2. APPLICABILITY: This policy applies to all Cadre and Staff assigned to the Warrior Transition Brigade-National Capital Region at Naval Station Activity-Bethesda (NSA-B).

3. POLICY:

a. The NSA-B permit allocations are controlled by Security office Naval Support Activity-Bethesda (NSA-B) and the WTB-NCR breakdown is managed by the Brigade S-4 office. Employee parking at NSA-B is by permit only. NSA-B has provided a limited number of employee parking permits to the WTB-NCR. However,, there are not enough permits to provide to all employees. This memorandum sets forth the WTB-NCR policy for issuing parking permits to WTB-NCR personnel.

b. In order to ensure equity in distribution, a predetermined amount of placards will be allocated to each company command team (CDR/ISG) and Brigade Primary Staff. On-Post Parking privileges will be based on duty position and not on individual circumstances, with the priority given to individuals providing direct warrior care (e.g. Squad Leaders, Platoon Sergeants, First Sergeants, Company Commanders, Nurse Case Managers, Social Workers and Brigade Primary Staff). All changes or updates by permit holders must be coordinated through the Brigade S-4.

c. Contract personnel will only be provided a parking permit if it is specifically required by the contract.

d. Visitor Parking for individual VIPs will be coordinated with the S-3 prior to 1600 the day prior to ensure appropriate signage is posted within designated WTB-NCR parking areas. All visitor parking for large, event-based groups will be coordinate through the S-3 and NSA-B. Visitor information should include Name, Rank, Sponsor, Time/Date of Visit and License Plate Information.

e. Exceptions will be considered for unassigned placards in order of receipt, based on job responsibilities and proximity to work and will receive final approval from the Brigade Command Team. Military Personnel who have established residence outside of the Washington

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DC or Montgomery County area prior to in-processing the WTB-NCR may request an Exception to the current Parking Prioritization if evidence is provided of no access to the Metro (Encl).

f. Solicitation, Sale, Abuse or Misuse of Parking privileges is prohibited.

4. TRANSPORTATION OPTIONS:

a. Bike racks are located throughout the Naval Support Activity- Bethesda (NSA-B).

b. While there is no formal Car Pool program for the installation, carpooling is encouraged and the second level of Building 54 as well as "I Lot" have designated Carpool parking available to vehicles carrying two or more staff members.

c. Metro Transit Benefits are available to DoD and Military Personnel which will load up to \$240 a month on Metro Smart Cards .

d. Local Parking Garages are available throughout the area with monthly rates. Staff may not use Metro Transit Benefits to pay for parking.

e. The Guaranteed Ride Home Program is a free program that allows commuters in the Washington/Baltimore Metropolitan Area the ability to have four rides home from work each year, in the event of an emergency.

5. The point of contact for this memorandum is the Brigade S4 OIC at 301-400-2268.

Caring for Our Soldiers...Heal, Educate, Transition!

Encl


DANA S. TANKINS
COL, SC
Commanding

EXCEPTION TO PARKING PRIORITY REQUEST

| | | |
|---|---|--|
| RANK & NAME (LAST, FIRST) | | |
| My current employee position is on the parking priority list. | YES | NO |
| I am employed with the WTB-NCR on Reserve, National Guard or Active Duty Status. | YES | NO |
| I do not have a Handicapped Parking Pass. | YES | NO |
| I do not currently have Metro Transit Benefits. | YES | NO |
| Nobody in my household works on WRNMMC or NIH during the same shift (+/- 1 hour) that I could carpool with. | YES | NO |
| My job directly impacts the ability of the WTB-NCR to successfully Heal, Educate or Transition Soldiers in Transition. | YES | NO |
| I live within the DC Metro or Montgomery County limits. <i>If NO, please list distance from WRNMMC.</i> | YES | NO _____ MILES |
| I am a full-time employee who physically works from WRNMMC Monday-Friday. <i>If NO, please list days at other locations.</i> | YES | NO Days at Ft. Mead ___/Week Days at Ft. Belvoir ___/Week Days Teleworked ___/Week |
| First Line Supervisor Print & Sign: _____ | APPROVAL YES NO | |
| BDE COMMANDER (or DELEGATED AUTHORITY) Signature: _____ | APPROVAL YES NO | |
| ISSUED PARKING PLACARD # _____ | | |