



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5560.1  
N831

29 JUL 2003

NETPDTC INSTRUCTION 5560.1

Subj: **PARKING POLICY AND CONTROL**

Ref: (a) NASPNCLAINST 5560.12D

1. **Purpose.** To implement general guidelines and policies for general and reserved parking within NETPDTC.
2. **Background.** The NASP Complex has been granted a waiver for Force Protection Measure 14 (Reference (a) germane). As such vehicles will be allowed to park less than 25 meters from buildings **provided the parking space is reserved, numbered and individually assigned so as to easily identify vehicles authorized to park in those spaces.** Building Managers should become familiar with these vehicles parking in the immediate vicinity of their buildings in order to provide rapid identification of an unauthorized vehicle. Drivers are reminded to lock parked vehicles and institute a positive system of checking their vehicle before they enter and drive. Security will increase checks of vehicles parking near buildings.
3. **Policy**
  - a. General Parking. General parking is authorized in any parking spot, which is appropriately marked and designated for general parking. Parking on the grass is not authorized.
  - b. Reserved Parking. The purpose of reserved parking within the NETPDTC Saufley Field areas of responsibility, is to provide maximum parking spaces in the general parking areas. Reserved parking will be prioritized as indicated below:
    - (1) Privately owned vehicles of assigned civilian and military employees.
    - (2) Rank or grade may influence qualification for reserved parking by relative weight but will not be an absolute criterion for determining eligibility.

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4. **Scope.** The provisions of this instruction are applicable to NETPDTC personnel who own or operate private, commercial, or government motor vehicles within the Saufley Field complex.

5. **Responsibilities**

a. The Executive Officer is charged with coordination and management of the NETPDTC Saufley Field parking program to include:

(1) Development and issuance of parking regulations.

(2) Planning and placement of parking control devices (cones, signs, etc)

(3) Designation of general and reserved parking spaces.

(4) Motor vehicle parking enforcement.

(5) Coordinating and maintaining liaison with the NETPDTC Safety Officer, Saufley Field Fire Chief, and NETPDTC Facilities Manager in matters pertaining to motor vehicle parking safety, placement, and markings.

b. The NETPDTC Facilities Management Officer will support and participate in the preparation of all parking related marking. Parking spaces may be marked on tire stops/curbs, and will be painted DARK BLUE with WHITE lettering.

6. **Action.** All military personnel, civilian employees, contractors, and dependents who are privileged to drive on any installation within the NAS Pensacola Region will park only in approved parking spaces.

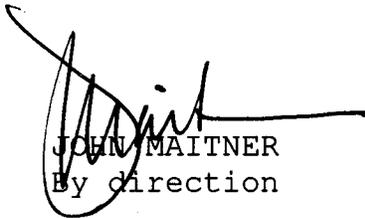
a. Reserved Parking Spaces. Reserved parking spaces will be assigned based on position/seniority (Supervisory personnel, then seniority). The Building Manager will make the parking assignments for all NETPDTC Buildings (803, 839, 846, 2434 and 2435), and provide the NETPDTC Parking Coordinator a list containing the names and parking assignment number.

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b. Reserved Parking Decals. Reserved parking decals will be issued by the Parking Coordinator, located in Building 2435, Room 1106.

c. Reserved Parking Decal Placement. Parking decals will be placed on the rear window or bumper of the vehicle, so that the vehicle number and the parking spot number can be easily visible when security checks are conducted. **DO NOT** back your vehicle into a reserved parking spot.

7. Parking Coordinator. The parking coordinator will be responsible for maintaining records pertaining to reserved parking spaces, and will issue parking decals to those individuals authorized reserved parking.



JOHN MAITNER  
By direction

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