

PENTAGON RESERVATION PARKING PERMIT APPLICATION <i>(Read Agency Disclosure Notice and Privacy Act Statement on back before completing form.)</i>						OMB No. 0704-0395 OMB approval expires YYYYMMDD	
1. LAST NAME		2. FIRST NAME		3. MIDDLE NAME			
4. DOD ID NO.		5. WORK E-MAIL ADDRESS					
6. RANK (<i>X one</i>) <input type="checkbox"/> a. GENERAL SCHEDULE <input type="checkbox"/> b. SENIOR EXECUTIVE SERVICE <input type="checkbox"/> c. WAGE GRADE <input type="checkbox"/> d. OFFICER <input type="checkbox"/> e. ENLISTED <input type="checkbox"/> f. CONTRACTOR <input type="checkbox"/> g. AD (<i>Administratively Determined</i>) <input type="checkbox"/> h. OTHER (<i>Specify</i>) _____							
7. GRADE/RANK		8. WORK LOCATION (<i>X one</i>) <input type="checkbox"/> a. PENTAGON <input type="checkbox"/> b. MARK CENTER <input type="checkbox"/> c. SUFFOLK <input type="checkbox"/> d. OTHER (<i>Specify</i>) _____					
9. ROOM NUMBER		10. WORK TELEPHONE NUMBER (<i>Include area code</i>)				11. HOME ZIP CODE	
12. DEPARTMENT (<i>X one</i>) <input type="checkbox"/> a. ARMY <input type="checkbox"/> b. AIR FORCE <input type="checkbox"/> c. NAVY <input type="checkbox"/> d. DEPARTMENT OF DEFENSE <input type="checkbox"/> e. OFFICE OF THE SECRETARY OF DEFENSE <input type="checkbox"/> f. SPACE FORCE <input type="checkbox"/> g. USMC <input type="checkbox"/> h. OTHER (<i>Specify</i>) _____						13. AGENCY/DIVISION	
14. VEHICLE TAGS							
a.(1) LICENSE PLATE NUMBER	(2) STATE	b.(1) LICENSE PLATE NUMBER	(2) STATE	c.(1) LICENSE PLATE NUMBER	(2) STATE	d.(1) LICENSE PLATE NUMBER	(2) STATE
15. CAR POOLS AND VAN POOLS (<i>X one</i>) <input type="checkbox"/> a. CAR POOL (<i>2 or more members</i>) <input type="checkbox"/> b. VAN POOL (<i>7 or more members</i>)							
16. ARE YOU APPLYING FOR A SINGLE OCCUPANCY VEHICLE (SOV) PERMIT?				17. DO YOU RECEIVE METRO SUBSIDY?			
<input type="checkbox"/> a. YES <input type="checkbox"/> b. NO				<input type="checkbox"/> a. YES <input type="checkbox"/> b. NO			
CERTIFICATION PERTAINING TO CAR/VAN POOL I certify that I actively participate as a member of a reserved car/van pool. I understand that active participation means that I ride to and from work as a member of the car/van pool except when on leave or other situations that would preclude travel on any given day, for a distance of at least five miles. Further, I understand that administrative action will be taken to revoke my parking privilege for falsifying my participation.							
18.a. CAR/VAN POOL PRIMARY SIGNATURE		b. DATE (YYYYMMDD)		19.a. SOV APPLICANT/MEMBER SIGNATURE		b. DATE (YYYYMMDD)	
20.a. CPR/AUTHORIZING OFFICIAL SIGNATURE						b. DATE (YYYYMMDD)	
FOR OFFICE USE ONLY							
21. PERMIT TYPE		22. PERMIT NUMBER		23. PERMIT EXPIRATION DATE (YYYYMMDD)			
24. PROCESSOR NAME (<i>Last, First, Middle Initial</i>)		25. PROCESSOR SIGNATURE				26. SIGNATURE DATE (YYYYMMDD)	

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0395). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE PARKING PERMIT OFFICE TO WHICH YOU ARE APPLYING.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 2674, Operation and Control of Pentagon Reservation and Defense Facilities in National Capital Region; DoD Directive 5105.53, Director of Administration and Management (DA&M); DoD Directive 5110.04, Washington Headquarters Services (WHS); Administrative Instruction 88, Pentagon Reservation Vehicle Parking Program.

PRINCIPAL PURPOSE(S): To manage the Pentagon Facilities Parking Program for DoD civilian, military, and contractor personnel applying for and in receipt of Pentagon parking permits. Records are also used to ensure DoD military personnel and civilians are not in receipt of both an issued parking pass and mass transit benefits.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b) (3) as listed in the applicable system of records notice located at:

<https://www.federalregister.gov/documents/2024/12/23/2024-30615/privacy-act-of-1974-system-of-records>

DISCLOSURE: Voluntary, however, failure to provide the requested information may require additional time to process the application or result in denial for a parking permit.

DRAFT