



# Building Circular

Department of Defense/Washington Headquarters Services

Number: *WHS-20-06-R*

Date: *May 11, 2021*

Expiration Date: TBD

SUBJECT: Updates to the COVID-19 Phases 2 -3 Commuter Parking Plan Procedures  
*Revised (Revisions are in bold and italics)*

*The purpose of this building circular is to revise the original building circular, WHS-20-06 Updates to the COVID-19 Phases 2 -3 Commuter Parking Plan Procedures, dated June 25, 2020. This parking plan is effective immediately. All COVID-19 Temporary Parking Clearances, to include those temporarily issued to Metro Transit Benefits recipients, will expire seven business days following setting of HPCON A. Normal, pre-COVID 19 parking procedures are expected to be in effect during HPCON A. This circular replaces circular WHS-20-05 Parking Plan and Procedures During COVID-19 Pandemic, Dated June 11, 2020, which is rescinded.*

*During HPCON B/B+, permit holders should park in designated areas as displayed on their permits. COVID-19 temporary parking clearances will park in designated areas as stated in their clearance at the Pentagon, Mark Center and Suffolk Building on a “first come first served” basis. There will be no overnight parking in SA, SC, NC, Car/Van pool and Executive clearance parking spaces during all phases of COVID-19.*

***Update:*** *Press parking spaces in the connector lot are designated for Press permit holders only (Attachment 1). Non Press permit holders and COVID 19 Temporary Clearances are not authorized to park in the Press designated spaces. Effective immediately violators will be ticketed, booted and/or towed for parking in “Press” parking spaces.*

***Update:*** *All official government vehicles (OGV) parked in South Parking Lane 19 and North Parking Lane 44 at the Pentagon will be consolidated in North Secure no later than Wednesday, June 30, 2021 in the designated area (indicated with traffic cones) within the North Parking NA area. Swipe access will not be required for drivers with an OGV permit. PFFA will still request to see their CAC card to allow access through the Vehicle Access Control Point.*

*When the Pentagon SA, SC, NC, and Car/Vanpool parking areas reach maximum capacity, the following alternative is available:*

- (1) Effective immediately a new COVID-19 Temporary Parking Clearance request will be required to park at the Mark Center North Parking garage through the visitor entrance. For directions to the Mark Center, see Attachment 2. The Metro bus 7M shuttle is available to transport personnel from the Mark Center to the Pentagon. Personnel may board and ride the 7M shuttle upon showing their CAC to the driver. The 7M schedule (Attachment 3) is also available at [https://www.wmata.com/schedules/timetables/upload/7M\\_200823.pdf](https://www.wmata.com/schedules/timetables/upload/7M_200823.pdf)*

(SEE OVER)

(2) Effective Thursday, June 25, 2020, the Franconia/Springfield - Mark Center Shuttle will return to regular schedule (see Attachment 4), operating every 20 minutes during AM peak (from 5:30 AM to 9:32 AM) and PM Peak (3:20 PM to 7:14 PM). The Franconia/Springfield – Mark Center shuttle stops at the Franconia/Springfield Metro Station, Springfield Town Center (Mall) and ends at the Mark Center Station. Currently, free commuter parking is available on levels 2, 4, & 6 (500 spaces) at the Fairfax County Park and Ride location maintained by the Springfield Town Center (Mall) (<https://www.fairfaxcounty.gov/connector/riders/springfield-mall>).

***The Pentagon Force Protection Agency (PFPA) will enforce existing parking regulations with respect to registered and non-registered vehicles at the Pentagon, Mark Center, and Suffolk Building. All vehicles must be registered prior to parking on the Pentagon Reservation. The first violation will result in a warning. The second violation will result in the violator being identified to his or her agency’s senior leaders for appropriate action. An elevated or progressive enforcement measure will occur if employees fail to comply with parking regulations as outlined in this building circular. Progressive enforcement actions for subsequent violations include immobilization (booting), towing or revocation of parking privileges.***

Flag Officers, General Officers and Senior Executive leaders with a SA permit will be provided a 90-day COVID-19 Temporary Clearance to park in South Secured executive clearance lane; North Secured executive clearance area; or agencies unassigned numbered spaces. Agencies will maintain control of their vacant numbered spaces projected for inbound executives, however, agencies are expected to support this situation by temporarily allowing their Flag Officers, General Officers and Senior Executive leaders with SA permits to park in their unassigned numbered parking spaces. For Flag Officers, General Officers and Senior Executive leaders temporarily relocated to South Secured executive clearance lane or North Secured executive clearance area, the PMO will issue a 90-Day COVID-19 Clearance, an Executive Hangtag, and will coordinate swipe access. Within seven days of entering Phase 3, all executive hangtags issued in support of COVID-19 must be returned to the PMO office.

During COVID 19 Phase 2, expectant mothers who are permit or non-permit holders will be allowed to park in disabled secure parking spaces at the Pentagon, Mark Center, and Suffolk Building until delivery date. Expectant mothers are required to submit the COVID 19 Temporary parking request via email and should self-declare their pregnancy status. The COVID-19 Temporary Parking Clearance request form is available electronically on the WHS webpage: <https://www.whs.mil/Coronavirus/#Parking>.

For questions regarding DOD Shuttle operations and general mass transit options, please email the WHS Transportation Management Program Office (TMPO) at [whs.pentagon.fsd.mbx.dod-shuttle-bus@mail.mil](mailto:whs.pentagon.fsd.mbx.dod-shuttle-bus@mail.mil). When boarding DoD Shuttles, face coverings are required and shuttle capacity will be reduced 50% or less due to social distancing practices. For the latest updates on regional mass transit options and shuttle bus schedules, please visit <https://www.whs.mil/Coronavirus/#LTA>.

(SEE OVER)

For questions regarding mass transportation benefits, please contact the Mass Transportation Benefits Program (MTBP) office at (571) 256-0962 and [WHSNCRTransitBenefit@mail.mil](mailto:WHSNCRTransitBenefit@mail.mil).

For questions, please contact the Deputy Building Manager, Ms Anabel Mulero at (703) 697-7351 or by email to [anabel.mulero.civ@mail.mil](mailto:anabel.mulero.civ@mail.mil)

Paul G. McMahon  
Acting Director, Facilities Services Directorate

Attachments:  
As stated

DISTRIBUTION: <https://my.whs.mil/services/Building-Circular-Library>

(SEE OVER)

# Designated Press Parking Spaces in the Connector Parking Lot



Attachment 1 to **WHS-20-06-R** Updates to the COVID-19 Phases 2 -3 Commuter Parking Plan

(SEE OVER)

# Direction to Mark Center Parking

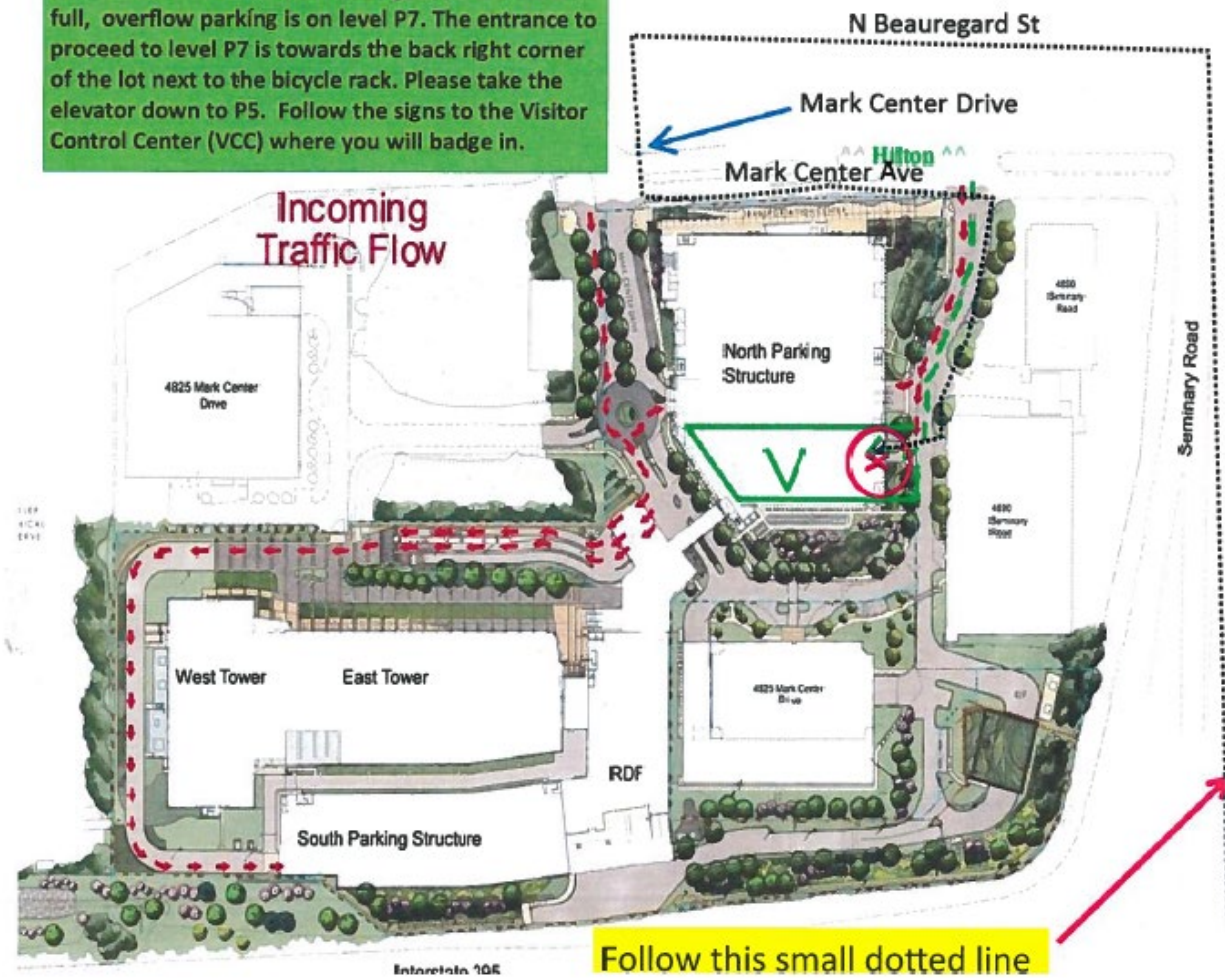
**From 395S:** Take Exit 4 towards Seminary Rd. WEST Ramp  
 Veer right onto Seminary Rd.  
 Turn LEFT onto Beauregard St.  
 Turn Left onto Mark Center Dr.  
 At the stoplight, make a left.  
 Make your first RIGHT after the bus bays.  
 Enter through the SECOND entrance (GREEN) on the RIGHT marked "AUTHORIZED VISITORS".

**From 395N:** Take Exit 4 towards Seminary Rd. WEST  
 Turn LEFT onto Beauregard St.  
 Turn LEFT onto Mark Center Dr.  
 At the stoplight, make a left.  
 Make your first RIGHT after the bus bays.  
 Enter through the SECOND entrance (GREEN) on the RIGHT marked "AUTHORIZED VISITORS".

**From 495S:** Take Exit 176B for VA-241N/Telegraph Rd.  
 Take the VA-236W/Duke St. ramp towards Landmark (left lane)  
 Turn slight RIGHT onto VA-236W/Duke St.  
 Turn slight RIGHT onto Quaker Ln./VA 402  
 Turn left onto VA-420W/Seminary Rd.  
 Continue straight onto Seminary Rd.  
 Stay on the LEFT lane, Turn LEFT on Mark Center Avenue  
 Make FIRST LEFT onto Mark Center Dr.  
 Enter through the SECOND entrance (GREEN) on the RIGHT marked "AUTHORIZED VISITORS".

**From 95N/495E:** Take the I-395 ramp towards Washington  
 Merge onto I-395N via Exit 170A on the left toward Washington  
 Take Exit 4 toward Seminary Rd. (WEST)  
 Turn LEFT onto Beauregard St.  
 Turn LEFT onto Mark Center Dr.  
 At the stoplight, make a left.  
 Make your first RIGHT after the bus bays.  
 Enter through the SECOND entrance (GREEN) on the RIGHT marked "AUTHORIZED VISITORS".

All visitors are to access the North Parking Garage GREEN "AUTHORIZED VISITORS" gate . If the lot is full, overflow parking is on level P7. The entrance to proceed to level P7 is towards the back right corner of the lot next to the bicycle rack. Please take the elevator down to P5. Follow the signs to the Visitor Control Center (VCC) where you will badge in.



# 7M Shuttle Schedule to and from the Mark Center

<b>7M Mark Center-Pentagon</b>			
<b>Monday thru Friday - Lunes a viernes</b>			
Effective Monday, June 22, 2020			
<b>Northbound to Pentagon</b>		<b>Southbound to Mark Center</b>	
Mark Center	PENTAGON	Pentagon	MARK CENTER
6:05 AM	6:15 AM	5:45 AM	6:00 AM
6:20 AM	6:30 AM	6:00 AM	6:15 AM
6:35 AM	6:45 AM	6:15 AM	6:30 AM
6:50 AM	7:00 AM	6:30 AM	6:45 AM
7:05 AM	7:15 AM	6:45 AM	7:00 AM
7:20 AM	7:30 AM	7:00 AM	7:15 AM
7:35 AM	7:45 AM	7:15 AM	7:30 AM
7:50 AM	8:00 AM	7:30 AM	7:45 AM
8:05 AM	8:15 AM	7:45 AM	8:00 AM
8:20 AM	8:30 AM	8:00 AM	8:15 AM
8:35 AM	8:45 AM	8:15 AM	8:30 AM
8:50 AM	9:00 AM	8:30 AM	8:45 AM
9:05 AM	9:15 AM	8:45 AM	9:00 AM
9:20 AM	9:30 AM	9:00 AM	9:15 AM
9:35 AM	9:45 AM	9:15 AM	9:30 AM
9:50 AM	10:00 AM	9:30 AM	9:45 AM
10:05 AM	10:15 AM	9:45 AM	10:00 AM
10:20 AM	10:30 AM	10:00 AM	10:15 AM
10:35 AM	10:45 AM	10:15 AM	10:30 AM
10:50 AM	11:00 AM	10:30 AM	10:45 AM
11:05 AM	11:15 AM	10:45 AM	11:00 AM
11:20 AM	11:30 AM	11:00 AM	11:15 AM
11:35 AM	11:45 AM	11:15 AM	11:30 AM
11:50 AM	12:00 PM	11:30 AM	11:45 AM
12:05 PM	12:15 PM	11:45 AM	12:00 PM
12:20 PM	12:30 PM	12:00 PM	12:15 PM
12:35 PM	12:45 PM	12:15 PM	12:30 PM
12:50 PM	1:00 PM	12:30 PM	12:45 PM
1:05 PM	1:15 PM	12:45 PM	1:00 PM
1:20 PM	1:30 PM	1:00 PM	1:15 PM
1:35 PM	1:45 PM	1:15 PM	1:30 PM
1:50 PM	2:00 PM	1:30 PM	1:45 PM
2:05 PM	2:15 PM	1:45 PM	2:00 PM
2:20 PM	2:30 PM	2:00 PM	2:15 PM
2:35 PM	2:45 PM	2:15 PM	2:30 PM
2:50 PM	3:00 PM	2:30 PM	2:45 PM
3:05 PM	3:15 PM	2:45 PM	3:00 PM
3:20 PM	3:30 PM	3:00 PM	3:15 PM
3:35 PM	3:45 PM	3:15 PM	3:30 PM
3:50 PM	4:00 PM	3:30 PM	3:45 PM
4:05 PM	4:15 PM	3:45 PM	4:00 PM
4:20 PM	4:30 PM	4:00 PM	4:15 PM
4:35 PM	4:45 PM	4:15 PM	4:30 PM
4:50 PM	5:00 PM	4:30 PM	4:45 PM
5:05 PM	5:15 PM	4:45 PM	5:00 PM
5:20 PM	5:30 PM	5:00 PM	5:15 PM
5:35 PM	5:45 PM	5:15 PM	5:30 PM
5:50 PM	6:00 PM	5:30 PM	5:45 PM
6:05 PM	6:15 PM	5:45 PM	6:00 PM
6:20 PM	6:30 PM	6:00 PM	6:15 PM
6:35 PM	6:45 PM	6:15 PM	6:30 PM

Attachment 3 to *WHS-20-06-R* Updates to the COVID-19 Phases 2 -3 Commuter Parking Plan

(SEE OVER)

# Franconia/Springfield – Mark Center Shuttle Schedule

## Franconia/Springfield Shuttle Schedule

Updated June 22, 2020

*(Not For Public Use)*

### AM Schedule

Depart Franconia/Springfield Metro Station	Depart Springfield Town Center	Arrive Mark Center Station
5:30 AM	5:35 AM	5:52 AM
5:50 AM	5:55 AM	6:12 AM
6:05 AM	6:12 AM	6:29 AM
6:20 AM	6:27 AM	6:44 AM
6:35 AM	6:42 AM	7:02 AM
6:50 AM	6:57 AM	7:17 AM
7:15 AM	7:22 AM	7:42 AM
7:35 AM	7:42 AM	8:02 AM
8:00 AM	8:07 AM	8:24 AM
8:20 AM	8:27 AM	8:44 AM
8:45 AM	8:50 AM	9:07 AM
9:10 AM	9:15 AM	9:32 AM

### PM Schedule

Depart Mark Center Station	Depart Franconia/Springfield Metro Station	Arrive Springfield Town Center
3:20 PM	3:37 PM	3:44 PM
3:35 PM	3:52 PM	3:59 PM
4:00 PM	4:17 PM	4:24 PM
4:20 PM	4:37 PM	4:44 PM
4:45 PM	5:02 PM	5:09 PM
5:00 PM	5:17 PM	5:24 PM
5:20 PM	5:37 PM	5:44 PM
5:35 PM	5:52 PM	5:59 PM
5:55 PM	6:12 PM	6:19 PM
6:10 PM	6:27 PM	6:34 PM
6:30 PM	6:47 PM	6:54 PM
6:50 PM	7:07 PM	7:14 PM

**Bus Operator: DC Tours**

**Dispatcher #: (571)-372-7124**

**For more information, please visit:**

<https://my.whs.mil/services/mark-center-shuttle-service>

Please note that buses may depart before or after the posted departure times depending upon traffic or other conditions. Riders should arrive at the stop at least 10 minutes before the posted departure time.

