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ONIINST 11200.1C CH-1
N7
29 May 24

ONI INSTRUCTION 11200.1C CHANGE TRANSMITTAL 1

From: Commander, Office of Naval Intelligence

Subj: MOTOR VEHICLE TRAFFIC SUPERVISION AND PARKING PROGRAM

Encl: (1) Revised Page 9
(2) Revised Page 13
(3) Revised Page 14

1. Purpose. To make changes to pages 9, 13 and 14.
2. Action. Remove the word "garage" from Page 9, section 3.2, paragraph 9. Remove "forfeit their privilege to park onboard Naval Support Facility Suitland" from page 13, section 4.2, paragraph 3 and insert: "may not receive a parking pass and transit benefits at the same time. The Office of Naval Intelligence Pass and ID Office may grant exceptions on a daily basis for Mass Transit Benefit Program participants to receive up to 8 days per month for personal or work-related reasons." Remove "designated with numbers in the front parking lot" from page 14, section 4.4, paragraph 4 and insert: "are located in the E-Wing parking lot."
3. Records Management. Records created as a result of this change transmittal, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

J. A. O'CONNOR
Chief of Staff

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IN REPLY REFER TO
ONIINST 11200.1C
N7
24 Mar 2022

ONI INSTRUCTION 11200.1C

From: Commander, Office of Naval Intelligence

Subj: MOTOR VEHICLE TRAFFIC SUPERVISION AND PARKING PROGRAM

Ref: (a) OPNAVINST 11200.5D
(b) OPNAVINST 5530.14E
(c) 18 U.S.C. §13
(d) SECNAVINST 5822.1C
(e) OPNAVINST 5100.23H
(f) E.O. 13150
(g) Maryland Vehicle Law
(h) 41 CFR 101-39.3
(i) CNICINST 5530.14A
(j) E.O. 13513
(k) American Disability Act, Section 4.1.2
(l) SECNAVINST M-5210.1

Encl: (1) Naval Support Facility Suitland Motor Vehicle Traffic Supervision and Parking Program Manual

1. Purpose. To establish policy and procedures applicable to the operation and parking of motor vehicles and pedestrian travel while aboard the Naval Support Facility (NSF) Suitland Installation, Suitland, Maryland.

2. Cancellation. ONIINST 11200.1B.

3. Applicability. This instruction applies to Office of Naval Intelligence (ONI), its Echelon IV commands, their subordinate commands and detachments; and all NMIC tenants; hereafter referred to as the ONI Enterprise assigned to the National Maritime Intelligence Center (NMIC) aboard the NSF- Suitland Installation. This is also applicable to all personnel assigned to, and visitors to the NMIC, who are operating and parking vehicles, as well as associated pedestrian travel, on NSF Suitland.

4. Background. Reference (a) provides basic Department of the Navy policy on motor vehicle traffic supervision. References (b) through (d) provide guidance for enforcement.

References (e) through (j) provide policy for the parking, ridesharing programs, cell phone use and guidance for a Navy Traffic Safety Program.

5. Policy. The operation of a motor vehicle on a military installation constitutes a conditional privilege extended by the Installation Commander. Individuals desiring the privilege must meet the following conditions:

a. Comply with the rules and regulations contained herein governing motor vehicle operation on NSF-Suitland.

b. Comply with the following requirements for motor vehicle registration:

(1) A valid state driver's license.

(2) Satisfactory evidence of motor vehicle operator's collision or liability insurance, as required by the state in which the driver is licensed.

c. Possess a valid state driver's license while operating a motor vehicle and produce upon demand of ONI Naval Security Force personnel:

(1) Proof of a valid state motor vehicle registration.

(2) A valid state driver's license.

(3) Satisfactory evidence of motor vehicle operator's collision or liability insurance, as required by the state in which the driver is licensed.

d. All persons granted the privilege of operating a motor vehicle on NSF-Suitland will be deemed to have given their consent for the removal and temporary impoundment of their privately owned vehicle when it is parked illegally, interfering with installation operations, creating a safety hazard, disabled by accident, left unattended in a restricted area, or considered abandoned after 72 hours. Such persons will reimburse the towing contractor for the cost of towing and storage should their motor vehicle be removed or impounded. In the event a vehicle is to be parked for an extended period of time at NMIC, a request for long term parking must be completed and turned into the Security Operations Center (SOC). The operator will be issued a long term parking pass at that time. The request will be maintained in a log book located in the SOC.

e. Persons accepting NSF-Suitland driving privileges will be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine if lawfully stopped, detained, or cited for any offense allegedly committed while driving, or in physical control of a motor vehicle on NSF-Suitland.

f. Entering the compound and acceptance of a parking placard, temporary pass, visitor pass, or any other parking permit constitutes the vehicle operator's consent to inspection of the vehicle and occupants therein by ONI Security Force personnel when entering, aboard or leaving NSF-Suitland.

g. The privilege of operating a motor vehicle at NSF-Suitland is extended by the Commander, ONI (COMONI) and is subject to administrative suspension or revocation for just cause.

h. NSF-Suitland has a high density of traffic with limited and restricted parking spaces necessitating a reasonable balance between the needs of the personnel who work here and accommodations for those who visit. To provide a smooth and controlled flow of traffic and parking space efficiency, strict adherence to this instruction is needed. The NSF-Suitland traffic supervision and parking program is designed to achieve the following objectives:

(1) Utilize efficient and equitable parking facilities during peak demand hours of 0530-1800, Monday through Friday.

(2) Encourage car pool and van pool program participation by providing assured parking for multiple passenger vehicles.

(3) Give supervisors, consistent with Department of Defense (DoD) policy and mission requirements, the prerogative to adjust individual working hours on a case-by-case basis to encourage greater use of car and van pools, commuter buses, and the Metro.

(4) Ensure all permanently assigned personnel who elect to park on NSF-Suitland have a valid parking placard.

(5) Provide an adequate number of accessible parking spaces within NSF-Suitland as per reference (k).

6. Action. Anyone desiring to operate and park motor vehicles on NSF-Suitland must comply with the provisions of references (a) through (j).

a. The Chief of Police (CoP) or higher authority must:

(1) Act as the NSF-Suitland representative charged with the overall responsibility for motor vehicle traffic supervision and parking.

(2) Manage motor vehicle and pedestrian traffic and parking operations within NSF-Suitland and ensure maximum compliance with the objectives of this instruction.

(3) Host the annual formal evaluation of traffic enforcement to evaluate selected enforcement measures, suspension and revocation actions, and chemical breath-testing programs as per reference (a).

b. The Mission Support Department (N4) will participate in planning, construction, and maintenance of NSF-Suitland roadways and traffic control devices and in conjunction with the ONI Safety Officer, participate in all activities relating to the prevention of motor vehicle traffic accidents and ONI safety programs.

c. The ONI Drug and Alcohol Program Advisor and the Civilian Employee Assistance Program Counselor will provide appropriate services to anyone identified as having alcohol or drug abuse problems which may affect the safe and proper operation of motor vehicles on NSF Suitland.

d. Leaders of the ONI Enterprise, and NMIC tenant activities will:

(1) Make this instruction available to their personnel.

(2) Assist, where required, in the investigation and resolution of motor vehicle traffic matters.

(3) Ensure the ONI issued parking placard is turned into the ONI Special Security Office with their ONI badge, upon debriefing, when any individual assigned or employed is transferred, reassigned, released from Active Duty or has terminated employment.

(4) Ensure that the ONI Staff Judge Advocate is informed of all members, military or civilian, charged with driving under the influence.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed as per reference (1).

8. Review and Effective Date. The Security and Law Enforcement Department (N7) will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40. This instruction will automatically expire five years after effective date unless reissued or otherwise canceled prior to the five year anniversary date, or an extension has been granted.


D. L. NOLES
Chief of Staff

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Office of Naval Intelligence

NAVAL SUPPORT FACILITY - SUITLAND MOTOR VEHICLE TRAFFIC SUPERVISION AND PARKING PROGRAM MANUAL

Published by: ONI N7
January 2022

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CHAPTER 1: INTRODUCTION

1.1 Purpose

1. To establish policy, responsibilities, and procedures for motor vehicle traffic supervision and parking administration on NSF Suitland, including:
 - a. Granting, suspending, or revoking the privilege to operate a POV or commercial vehicle.
 - b. Registration of POVs.
 - c. Administration of vehicle registration and driver performance records.
 - d. Police traffic supervision.
 - e. Off-installation traffic activities.

1.2 Responsibilities

1. The Commanding Officer will:
 - a. Establish an effective traffic supervision program.
 - b. Cooperate with civil police agencies and other local government agencies or civil traffic organizations concerned with traffic supervision.
 - c. Ensure traffic supervision is properly integrated in the overall NSF-Suitland traffic safety program.
2. The CoP or higher authority will:
 - a. Exercise overall staff responsibility for directing, regulating, and controlling traffic, and enforcing laws pertaining to traffic control.
 - b. Perform traffic engineering functions by conducting traffic control studies designed to obtain information on traffic problems and usage patterns.
3. All parking permit holders and riders must be familiar with this instruction. Failure to comply with this instruction may result in ticketing, administrative or disciplinary actions, or suspension of parking privileges.

1.3 Program Objectives

1. To assure safe and efficient movement of personnel and vehicles.
2. To prevent deaths, injuries, and property damage from traffic accidents.
3. To integrate installation safety, engineering, legal, and security force resources into the installation traffic planning process.
4. To prevent or remove drivers potentially under the influence of drugs or alcohol from the NSF-Suitland.

1.4 Suitland Federal Center (SFC) Gates

1. Vehicles that display an ONI issued parking placard, with all occupants presenting an ONI badge, may enter any SFC gate in route to NSF-Suitland gates at all times. The parking placard permits personnel in vehicles to transit the SFC and to park in designated areas on the SFC. Visitors (persons without an ONI-issued badge) wanting to enter the SFC after hours or on weekends must be reported in advance via email.
2. For emergencies, contact ONI Police at ext. 5555 to arrange for immediate access.
3. All vehicles transiting the SFC are subject to search and/or inspection by SFC security personnel.

1.5 Visitors

1. Visitors to NSF-Suitland are considered guests of COMONI, and as such should conduct themselves as per the limited conditions under which the invitation is extended.
2. Political activities, pamphleteering, speeches, demonstrations, placard and banner displays, or other similar conduct will not be permitted without prior written permission of COMONI.
3. Anyone violating these conditions will have their invitations withdrawn, be removed from the installation, and possibly be subject to prosecution.

CHAPTER 2: VEHICLE REGISTRATION AND DRIVING RECORDS

2.1 General

1. The following personnel who perform duties at or who are assigned to the ONI Enterprise or other NSF-Suitland tenant activities must register their non-government motor vehicle to obtain an ONI issued parking placard to transit and park on the SFC and to park on NSF-Suitland compound.

a. Active component military personnel and civilian employees assigned to a command at NSF-Suitland, and reserve component personnel when the reserve affiliation requires access to NSF-Suitland.

b. Other authorized personnel, (as determined by the CoP or higher authority).

2. Temporary vehicle passes or registration may be issued to contractors and service support personnel and visitors requiring limited duration access to NSF-Suitland for a specific period of time.

2.2 Registration Requirements

1. The following documents must be presented to the Pass and I.D. Office to obtain an ONI issued parking placard:

a. Certificate of state registration.

b. A valid state driver's license.

c. Proof of valid insurance as required by the state in which the driver is licensed.

d. Updating or changing existing registration information will be completed at the Pass and I.D. Office.

2.3 Registration Procedures

1. All employees and contractors of the ONI Enterprise and NSF-Suitland tenant commands must have a valid properly displayed ONI issued parking placard or temporary parking pass on their vehicle to enter the Suitland Federal Center and NSF Suitland installation. Vehicles with temporary tags will receive a temporary parking permit.

2. When checking in for the first time at NSF-Suitland, all personnel will report in person to the Pass and I.D. Office and will:

a. Complete the Vehicle Registration Information section of the ONI Electronic Badge Information Form.

b. Present vehicle registration, driver's license, and proof of valid insurance as required by the state in which the driver is licensed.

c. The Pass and I.D. Office will register the vehicle(s) and issue the appropriate parking placard.

2.4 ONI Issued Parking Placards

1. The ONI issued parking placard is in compliance with SFC standards concerning SFC access and parking requirements.
2. Parking placards must be hung, or prominently displayed, at all times while on NSF-Suitland, from the rear view mirror of the vehicle. If the placard cannot be hung directly from the mirror, it will be affixed to the immediate vicinity of the mirror.
3. When not at the SFC or NSF-Suitland the parking placard should be removed and concealed.
4. Motorcycles are not required to have an ONI issued parking placard.

2.5 Termination of NSF-Suitland Vehicle Registration

1. NSF-Suitland vehicle registration terminates when:
 - a. The registrant allows the registration to lapse.
 - b. The registrant no longer meets the qualifying conditions incident to vehicle registration.
2. Reference (a) provides information concerning administrative due process provisions and is applicable in all cases where a driving privilege is about to be suspended or revoked.
3. In all cases of registration termination or when the employee is no longer employed by a command at NSF-Suitland, or is removed by a subordinate command, the parking placard must be removed from the vehicle and surrendered to the Pass and ID Office or the Special Security Office, upon debriefing.

2.6 Driving Privileges

1. Suspension of Driving Privileges. Suspension is an administrative measure taken by COMONI based upon a review of the individual's driving record or accumulation of outstanding NSF-Suitland motor vehicle operating or parking infractions. Suspensions are to be administered for a period not to exceed six months.
2. Revocation of Driving Privileges. Revocation of driving privileges is an administrative action based upon an individual's driving performance. Driving privileges may be revoked for serious moving violations, or when lesser corrective action has failed to produce the required standard of driver performance. Revocation will be for a specific period, but not less than six months.

- a. Driving privileges may also be revoked when an individual fails to comply with any of the conditions listed in reference (a).
 - b. Revocation is mandatory for those individuals who, after being stopped for suspected driving while intoxicated while driving aboard NSF-Suitland, refuse to submit to or fail sobriety tests in guidance with Maryland State Traffic Law 16-205 and 21-902.
 - c. Administrative revocation for a period of not less than two years will be imposed on personnel found to be driving aboard NSF-Suitland after their driving privileges have been suspended or revoked. The two year period will be consecutive to any pre-existing period of suspension or revocation. In addition, administrative action may also be initiated based on the commission of any traffic, criminal, or military offense on or off NSF-Suitland (for example, active duty military personnel driving on the installation in violation of an order not to do so).
3. Administrative Due Process. For offenses other than intoxicated driving, suspension or revocation of NMIC driving privileges become effective 14 days after written notice is provided by the Installation Commander or their designee. Written notice shall inform the recipient of their right to request an administrative hearing within 14 days. For further information and guidance on administrative due process, see reference (a) Section 2-6.
4. Restoration of Driving Privileges. Driving privileges will automatically be restated upon expiration of the adjudicated suspension or revocation.

2.7 Traffic Court

1. Under the provisions of references (a) and (h) COMONI is granted authority to appoint an Administrative Hearing Officer for the BIC. Individuals authorized to issue a DD Form 1805 are authorized to act as a court liaison with the U.S. District Court, Greenbelt, Maryland.
2. Administrative Hearing will be conducted within the parameters set forth in reference (a).

CHAPTER 3: TRAFFIC MANAGEMENT

3.1 General

1. Traffic management, including the supervision of traffic flow and parking aboard NSF-Suitland is vested in the CoP or higher authority.
2. The CoP or higher authority will:
 - a. Implement vehicle registration and administrative procedures outlined in reference (a) and this instruction.
 - b. Maintain liaison with local, state, and federal security force authorities on matters pertaining to traffic.
 - c. Review all traffic violations and refer violations, where appropriate, to NSF-Suitland Traffic Hearing Administrator for disposition or to Magistrate's Court in the U.S. District Court for such action, as the Command deems appropriate.

3.2 NSF-Suitland General Traffic Regulations and Codes

1. Speed Limit. Speed limits on the NSF-Suitland compound are 15 miles per hour on roadways and 5 miles per hour in the garage/lot
2. Horns. Vehicle horns may not be used except when used to prevent an accident.
3. Right of Way. Pedestrians have the right of way over vehicles at all crossings and other locations, such as loading docks, where pedestrians are normally encountered. Police and emergency vehicles on official business have right of way over all traffic.
4. Stopping. All vehicles and pedestrians must stop at the installation gates and present identification to the ONI police before entering NSF-Suitland. Vehicles will come to a full stop at all stop signs, occupied pedestrian crossways, stop lines, and at all times when directed by police officers.
5. Lights. Vehicle lights must be turned on during the hours from dusk to daylight, when weather conditions dictate, and when wipers are in use. When approaching gates, only vehicle parking lights must be illuminated unless safety features prohibit the action.
6. Seatbelts and Child Restraining Devices. All occupants of vehicles produced after 1966 will wear seatbelts. Children under the age of eight and of a weight that does not exceed 65 pounds must be restrained in Department of Transportation approved car seat or child booster seat. Children not secured in a child car seat or booster seat who are between the ages of 8 and 17 must be secured in a seat belt.

7. Pedestrian Pick-up and Drop-off. Pedestrian drop-off and pick-up is permitted only on the visitor parking lot past the bollards adjacent to the mailbox. Drivers will not leave their vehicle unattended.

8. Alcoholic Beverages. Operators and passengers of a motor vehicle are prohibited from having open containers of alcoholic beverages in their possession while aboard NSF-Suitland.

9. Joggers. Personnel are not authorized to jog or run on the roadways during the peak traffic periods of 0600-0800, 1100-1300, and 1500-1700. If joggers use the perimeter road to leave the NSF-Suitland, they will use the left (facing traffic) lane. Jogging on the roadway should be avoided; personnel are encouraged to use the jogging track. When jogging on the roadway, personnel should wear light colored clothing and must wear an upper body shirt, shorts, or pants and appropriate closed toe sports footwear. During periods of reduced visibility, e.g., nighttime, fog, rain, etc., personnel should wear retro-reflective clothing. Personnel must jog facing traffic. Joggers are reminded they must comply with General Services Administration regulations when jogging on the Suitland Federal Center. Jogging is not permitted in the NSF-Suitland parking lot.

10. Headphones and Earphones. As per reference (e), the wearing of portable headphones, earphones, or other portable listening devices while running, jogging, walking, or bicycling in roadways on NSF-Suitland is prohibited.

11. Cell Phones and Texting. No military or civilian operator of a vehicle on NSF-Suitland will use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. Hands-free devices include console or dash mounted or otherwise secured cell phones with integrated features such as voice activation, speed dial, speaker phone or other similar technology for sending and receiving calls. This applies to all military personnel, civilian employees, eligible dependents, contractors, tenants, and visitors, except for fire, emergency, or law enforcement personnel operating government owned or leased vehicles using an official communication device during an emergency on NSF-Suitland.

a. Driver use of any portable personal listening device worn inside the aural canal, around or covering the driver's ear while operating a motor vehicle, except for fire and emergency response or law enforcement, is prohibited. Listening devices include wired or wireless earphones and headphones (including Bluetooth or similar technology), and do not include hearing aids or devices designed and required for hearing enhancement.

b. Text messaging is prohibited by all military personnel, civilian employees, eligible dependents, contractors, tenants, and visitors, while driving on NSF-Suitland. "Text messaging" or "texting" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in or any other form of electronic data retrieval or electronic data communications.

3.3 Regulations for Motorcycles, Motor Scooters, and Motorized Bicycles

1. Motorcycles, motor scooters, and motorized bicycles (two and three-wheeled) are permitted entry under the following conditions:

- a. Motorcycles and motor scooters must be operated with headlights on at all times.
- b. Operators and passengers of motorcycles and motor scooters must wear approved safety helmets securely fastened under the chin. An approved safety helmet is one that meets U.S. Department of Transportation standard FMVSS 218, British standard 6658, or Snell standard M2005. Fake or novelty helmets are prohibited.
- c. Operators of motorcycles and motor scooters must use eye protective devices. Eye protective devices are: impact or shatter resistant safety glasses, goggles, face shield, or wrap around eye glasses.
- d. The number of passengers is restricted to one (for motorcycles and motor scooters having only two wheels). The passenger must be carried only upon a firmly attached regular seat designed for passenger use. Sidecars can carry only the number of passengers they are designed for. Passengers will not be carried in a position that interferes with the operation or control of the vehicle or the view of the operator.
- e. No packages, bundles, or other articles will be carried which prevent the operator from keeping both hands on the handlebars. Loads will be securely strapped or tied to the vehicle.
- f. Two-wheel vehicles must not be ridden in any position other than astride the seat or saddle.
- g. Two-wheel vehicles must be operated not more than two abreast in a single traffic lane.
- h. Handlebars that rise more than 15 inches above the level of the driver's seat or saddle are prohibited.
- i. Front and rear brakes must be in good working order.
- j. Footrests or pegs are required for use by the driver and the passenger.
- k. No person will operate, nor be transported upon, a motorcycle or motor scooter while barefoot, wearing shower shoes, or open-toe sandals. Properly worn sturdy over the ankle footwear is considered to meet minimum requirements for footwear, but boots and full leg protection are recommended.
- l. Minimum clothing requirements while operating a motorcycle or motor scooter or riding as a passenger are full-length trousers with a long sleeved shirt or jacket and full-finger leather or equivalent motorcycle gloves or mittens. Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, or Cordura and containing impact absorbing padding are

highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored, fluorescent, or reflective materials are highly recommended.

m. When operating bicycles and motorized bicycles at night, they will be equipped with a rear reflector and front light.

n. All motorcycles must be equipped with a rear view mirror on each side of the handlebars.

o. All motorcycle operators must have completed a certified Motorcycle Safety Course and present the certificate card to the Pass and I.D. office along with the motorcycle registration.

CHAPTER 4: PARKING REGULATIONS

4.1 Parking Administration

1. ONI Pass and I.D. Office (N7) administers all ONI Enterprise and NSF-Suitland tenant command activity parking requests; verifies accuracy of the information provided for executive, accessible, or car and van pool requests; and ensures compliance with the guidelines set forth in this instruction.
2. All assigned personnel and official visitors will comply with posted signs denoting specific parking categories, such as, accessible, motorcycle, carpool, vanpool, and executive. The exact number and location of specific parking categories can vary, depending on the number of carpooling employees, authorized vanpools, executive personnel and other extenuating circumstances.
3. The authorized parking areas for assigned personnel and official visitors to NSF-Suitland are:
 - a. Visitor Front Lot.
 - b. "D" Wing.
 - c. "E" Wing.
 - d. Along Perimeter Road.
 - e. The NSF-Suitland employee's entrance parking garage and surrounding area is under construction.
 - f. SFC has designated spaces for the ONI Enterprise and NSF-Suitland tenant Command personnel across the street from NSF-Suitland in the large parking lot(s).
4. The Flag Pole and VIP parking area has parking availability for approximately 15 vehicles, which must be coordinated in advance.
5. The Pass Office parking area, adjacent to the ONI Main and Visitor's Gate, has parking spaces designated for ONI government vehicles only.

4.2 Responsibilities

1. Mission Support (N4)
 - a. Establishes, maintains, and reviews parking plans consistent with the intent of this instruction.

- b. Administers parking allocations for all NSF-Suitland activities.
- c. Administers proper marking of parking spaces.

2. Permit and Pass Holders

- a. Safeguard permits and passes. Parking placards and passes must be visible at all times while on NSF-Suitland.
- b. Return parking placards and passes to the Pass and I.D. Office before permanent departure.
- c. Pick up approved parking placards and passes from the Pass and I.D. Office.

3. Mass Transit Benefit Enrollees. NSF-Suitland personnel enrolled in the Mass Transit Benefit Program (MTBP) and receiving a subsidy, may not receive a parking pass and transit benefits at the same time. The ONI Pass and ID Office may grant exceptions on a daily basis for MTBP participants to receive up to 8 days per month for personal or work-related reasons.

4.3 Allocation of Parking Spaces Priority

- 1. The following is a list for the allocation of parking spaces in order of priority:
 - a. Official vehicles (including utility carts).
 - b. Designated accessible personnel per reference (k) Americans with Disabilities Act (ADA) authorization tables.
 - c. Executive personnel.
 - d. Car and van pools (two or more occupants per vehicle).
 - e. General (single occupant per vehicle).
 - f. Special events.

4.4 Parking Procedures

1. Carpool Parking. Carpool passes will be issued daily from 0530-0900 upon request by the drivers of vehicles with two or more occupants at employee gates 1 and 3. Once the allotted passes are expended, car pool vehicles will fill open general spaces. Carpool spaces not utilized after 0900 each weekday will become open for general parking.

2. Van Pool Parking. To obtain an authorized van pool space, ONI employees must complete all the requirements set forth on the Mass Transportation Benefit Program website. After all van pool have completed documentation, the van pool coordinator must contact Director, Mission Support (N4) to obtain a designated van pool parking space and the Pass & I.D. Office to obtain the one year temporary van pool parking permit. A new van pool parking permit must be obtained prior to the beginning of the next year.
3. Accessible Parking. ONI visitors parking in accessible spaces are required to display a valid state accessible hanging tag or license plate. ONI Employees are required to display a valid ONI accessible permit (permanent or temporary) in the front dash of their vehicle. To obtain an ONI accessible permit, employees are required to present to ONI Pass and ID, a valid and current state issued accessible card or hang tag. When an employee does not possess a state issued accessible hang tag or license plate, the employee must contact their supervisor and the ONI Equal Opportunity Office concerning a reasonable accommodation issuance of an accessible parking permit. Accessible parking passes must be re-validated annually or upon expiration.
4. Executive Parking. Executive parking spaces are located in the E-Wing parking lot.. The ONI Protocol office determines eligibility and assignment of parking spaces. The SOC will be provided up to date listings of assigned executive parking spaces by the ONI Protocol Office. Eligibility to park in the flag-pole parking area or to have a reserved parking spot for a high-level visitor is determined by the ONI Protocol Office.
5. Temporary Parking. Parking permits for employees' vehicles with temporary tags, vendors, contractors, reservists, and transient temporarily assigned personnel can be obtained. Passes issued for one day are issued at the visitor gate. Passes can be issued for up to 30 days at the Pass and I.D. Office, on a case-by-case basis. Requests for passes beyond 30 days require the approval of the CoP or higher authority. Vehicles with temporary tags will receive a temporary parking permit.
6. Motorcycle Parking. Motorcycles may use the same spaces as vehicles or the designated motorcycle parking spaces.
7. Lost Placard. Employees must immediately report a lost or stolen parking placard or temporary parking pass. The Pass and I.D. Office will issue a new parking placard. In the event that a "lost" placard is found, employees must return that placard to the Pass and I.D. Office. Vehicles without a placard or parking pass are not permitted to park on NSF-Suitland.
8. Loading Docks. Parking in these areas requires a parking pass issued by the police at the main visitor gate.
9. Overnight and Long-Term Parking. NSF-Suitland employees and tenants must obtain and complete an ONI N7 Services Overnight and Long-Term Parking Request as shown in Appendix A of this manual. The request can be obtained at the Pass and I.D. Office, or on Northstar in the Protective Services and Miscellaneous Documents. Bring the completed request to the SOC in

CHAPTER 5: ENFORCEMENT

5.1 General

1. N7 is responsible for traffic and parking regulations as mentioned in this instruction and reference (a). The following regulations apply to the safe operation and parking of vehicles aboard NSF-Suitland:

a. No one will operate or park a vehicle contrary to the requirements of this instruction or in violation of posted signs.

b. Parking vehicles in unauthorized spaces, or blocking traffic, pedestrian lanes, or fire lanes is prohibited. Violators' vehicles are subject to citation or towing.

c. Government vehicles will park in designated government vehicle parking areas.

5.2 The Assimilative Crimes Act

1. The Assimilative Crimes Act, reference (c), authorizes the enforcement of state law on a federal reservation. Therefore, by this act reference (d), the Maryland State Traffic Code, is applicable within NSF-Suitland except where inconsistent with this instruction, the instruction will prevail. It is the responsibility of everyone operating motor vehicles within NSF-Suitland to familiarize themselves with Maryland traffic laws. Additionally, reference (h) provides policy and procedures for handling of misdemeanors and petty offenses committed at Navy and Marine Corps installations through the Federal Magistrates Act.

2. The following procedures apply to all personnel employed at, or visitors to, NSF-Suitland, who are stopped for violation of the Maryland State Traffic Code or ONI Regulation.

a. All infractions will be cited either on the Armed Forces Traffic Ticket (DD Form 1408) or on a Central Violations Bureau Citation (CVB Form 1805) and processed within the guidance of this instruction. Any CVB Form 1805 must be approved by the CoP or higher authority, prior to being issued.

b. The individual receiving the citation will be advised concerning the type of citation (DD Form 1408 or CVB Form 1805) and what actions ONI may take.

c. The DD Form 1408 will be completed by the ONI police officer in the presence of the violator, when possible. The pink copy will be given to the violator or left on the windshield of the vehicle if the driver is not present.

d. The CVB Form 1805 is issued only after receiving authorization from the CoP or higher authority.

5.3 Authority and Procedures to Void Citations

1. On rare occasions, extenuating circumstances may dictate the need for voiding a DD Form 1408 once it has been written or partially written. In these cases, the police officer will state the precise reason for the voidance in writing on the back of the citation.
2. The ONI CoP, or higher authority, will decide when a citation should be voided due to obvious errors in administration. The reason for voiding the citation will be written on the back of the original.
3. Anyone cited for operating a defective vehicle will be given 10 calendar days to correct the defect. Any ONI police officer can verify if the defect has been corrected, annotate the correction made, and inform the violator to bring the pink copy to the ONI CoP. The Traffic Hearing Administrator can void the ticket after the correction has been made.
4. Termination of a traffic citation for any reason other than those stated above or by anyone other than the CoP or higher authority is strictly prohibited.

5.4 State Point Assessment

1. Upon conviction of any traffic violation in the U.S. District Court, the court will forward a notice of conviction to the State Motor Vehicle bureau having jurisdiction over the individual's license for appropriate point assessment. The state point assessment is separate to the points assessed against the individual's NSF-Suitland driving record.
2. The appropriate state licensing authority will be notified when a person's installation driving privileges are revoked for a period of a year or more following final adjudication of an intoxicated driving offense or for refusal to submit to a blood alcohol concentration (BAC) test. The notification will be sent to the licensing authority of the state where the individual is licensed. The notification will include the basis for the revocation and the BAC level.

5.5 Testing Intoxicated Drivers

1. Officers certified by the State of Maryland to perform Horizontal Gaze Nystagmus tests may use this test to evaluate the intoxication level of individuals.
2. Officers not certified in Horizontal Gaze Nystagmus test will use Walk and Turn and One Leg Stand Field Sobriety Tests.
3. Portable chemical breath test devices are authorized for establishing probable cause.
4. Any Maryland-state certified breath-testing device will be considered approved.
5. If a stationary breath-testing device is not available to ONI police or other authorized personnel, a blood test and urine test may be used. Hemophiliacs may refuse a blood test without penalty.

6. Reference (a) permits involuntary extraction of blood from individuals subject to the Uniform Code of Military Justice under the revised Military Rules of Evidence for suspected intoxicated driving incidents.

5.6 Illegal Parking

1. No one driving or in charge of a motor vehicle may leave it unattended without first stopping the engine, locking the ignition, and removing the key.
2. No person may stop or park a vehicle, except when necessary to avoid conflict with other traffic or to comply with the directions of a police officer, in the following places:
 - a. On a sidewalk or in a crosswalk.
 - b. Within an intersection or within 20 feet of a crosswalk at an intersection.
 - c. Within 15 feet of a fire hydrant.
 - d. Alongside or opposite any street excavation or obstruction when such stopping, standing, or parking would obstruct traffic or endanger pedestrians.
 - e. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
 - f. At any place where official signs, barricades, or markings prohibit stopping.

5.7 Abandoned Vehicles

1. Vehicles will not be left unattended on roads and streets except in the case of an emergency, such as mechanical failure. The driver will notify ONI police immediately of the location of the vehicle, expected time of repair or removal, and the name of the towing company.
2. Abandoned vehicles that fall under the following criteria will be ticketed with a DD Form 1408, which will give the owner three days to make corrections. If corrections are not made in the specified time, the vehicle will be impounded.
 - a. Any vehicle located on public premises that does not have a valid license plate lawfully affixed or displayed.
 - b. Any vehicle from which the engine, transmission, or differential has been removed or which is similarly dismantled or inoperable and left on the installation.
 - c. Any vehicle that is declared a nuisance by being either a junk vehicle or a safety hazard will be removed immediately.

5.8 Vehicle Towing

1. Any vehicle located on NSF-Suitland illegally or in a manner that constitutes a hazard or obstruction of the movement of pedestrians or other traffic will be towed to an impound area by a local commercial towing company at the owner's expense and the owner will be cited.
2. Employees must fill out and provide overnight and long-term parking form (appendix B) to the SOC prior to leaving their POV on the installation, in the event that a vehicle needs to be left on NSF-Suitland for more than 72 consecutive hours. The ONI CoP or their representative will promptly approve or disapprove the request to permit the vehicle to remain on the installation.
3. When a vehicle is towed, the Pass and I.D. Office registration file and the ACCESSNSITE system will be checked and the listed operator will be notified. If the operator cannot be contacted within three working days, the vehicle will be considered abandoned.
4. Abandoned vehicles will be disposed of in guidance with reference (a).

CHAPTER 6: ONI TRAFFIC POINT SYSTEM

6.1 Suspension/Revocation of Driving Privileges/Point Assessment and Other Administrative Action for Traffic and Parking Violations

1. Upon a finding that a violation has occurred, the Traffic adjudicator or their designee will notify the individuals affected and will cause the violation to be recorded in the traffic hearing database record.
2. For violations having an assessed value of 12, the person's driving privilege will be revoked for a period of a year for the first offense. Violations having an assessed point value of less than 12, the points will be accumulated, and upon accumulation of 12 or more points during a 12 consecutive month period, or 18 points within 24 consecutive months, the person's driving privileges will be revoked for a year.
3. In all cases where driving privileges are revoked or suspended, a military member must complete the prescribed course in remedial driver training before driving privileges are reinstated.
4. If driving privileges are revoked for driving under the influence of alcohol or drugs, military personnel must complete the full 36 hour Navy Alcohol and Drug Safety Action Program before driving privileges are reinstated. Civilians may voluntarily attend.
5. Points assessed against an individual and letters of warning (for parking) will remain in effect for 24 months.
6. Expiration of a suspension period resulting from an accrual of 12 or more points will, of itself, serve to cause removal from the record of all points assessed.
7. Revocation of driving privileges for at least a year is mandatory on the determination of facts by the COMONI of the following situations:
 - a. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.
 - b. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08 percent or greater on Department of Defense installations; violation of civil law off post).
 - c. Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree the driver is rendered incapable of safe vehicle operation.
 - d. Use of a motor vehicle in the commission of a felony.
 - e. Fleeing the scene of an accident involving death or personal injury (hit and run).

f. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.

g. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.

8. A year revocation of driving privileges is mandatory on the determination of facts by COMONI that an individual refused to submit to chemical tests (implied consent).

9. A two-year revocation of driving privileges is mandatory based on a determination by COMONI that the individual was driving while the driver's license or installation privileges were under suspension or revocation.

6.2 Traffic Violations and Point Assessment

1. The following table outlines traffic violations and the points assessed for each:

VIOLATION	POINTS ASSESSED
Reckless driving (willful and wanton disregard for safety of persons or property)	6
Owner knowingly and willfully permitting another to operate their motor vehicle when physically impaired	6
Driving vehicle impaired (consumption of alcohol more than .05 percent and less than .08 percent)	6
Fleeing the scene (hit and run) - property damage	6
Speed contests	6
1 to 10 miles per hour over posted speed limit	3
11 to 15 miles per hour over posted speed limit	4
Over 15 but not more than 20 miles per hour above posted speed limit	5
Over 20 miles per hour above posted speed limit	6
Speed too slow for traffic conditions	2
Speed too fast for traffic conditions	2
Following too close	4
Failure to yield right-of-way to emergency vehicles	4
Failure to obey traffic signals, traffic instructions of an enforcement officer, or any official regulating traffic, a traffic device requiring a mandatory stop, yield right- of-way, denial of entry or required direction of traffic	4
Improper passing	4
Driver failing to stop at a marked stop line	2
Failure to yield (no official sign involved)	4
Improper turning movements (no official sign involved)	3
Improper overtaking	3
Other moving violations (involving driver behavior only)	3

VIOLATION	POINTS ASSESSED
Operating an unsafe vehicle (failure to meet minimum safety standards)	2
Driver involved in accident is deemed responsible (used only as additive to points assessed for specific offense)	1
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points)	2
Failure to properly restrain children in a child restraint system while moving, child is less than eight years old and weighs less than 65 pounds	2
Failure to wear approved helmet or eyewear while operating or riding a motorcycle	3
Wearing headphones or earphones while driving	3
Driver failure to stop for pedestrian in crosswalk	1
Driver failure to yield to blind or partially blind pedestrian with white cane or guide dog	1
Driver making improper turn at intersection	1
Failure to reduce speed in dangerous weather or driving conditions	1
Driving motor vehicle without required license and authorization	5
Driving motor vehicle on NSF-Suitland with an expired license	1
Driving motor vehicle on the NSF-Suitland with unpaid registration	1
Driving a motor vehicle and using a PDA without a hands-free device	2

2. No points assessable in lieu of revocation. Except for "Implied Consent" violation, revocation must be based on accumulation of points or conviction (judicial or non-judicial).
3. When two or more violations are committed on a single occasion, assessment of points will normally be for the one offense having the greater value.
4. The following statement will be put on the DD Form 1408 for a minor vehicle safety defect:
"You have 10 days to correct the defect. Present this copy to any ONI police officer and have the corrected action verified. Bring the copy to any Police officer or the SOC after verification and the ticket will be resolved."

6.3 Penalties for Non-Moving Violations

1. The following table outlines violations and the penalties associated with them. Violators of this instruction and State of Maryland laws or regulations may be subject to the following penalties:

VIOLATION	POINTS ASSESSED or ACTION TAKEN
Falsified parking placard expired, copied, altered falsely reported as missing)	Revocation of placard and parking privileges for 6 months. Command notified.
Providing false information on permit	Revocation of parking privileges application for 6 months. Command notified.
Failure to report changes to car pool membership, accessible status, etc. within three working days	1st offense-warning 2nd offense-2 points 3rd offense-car pool privileges suspended for 90 days
Failure to display Permit (accessible, car pool, temporary, overnight or long-term, etc.)	1st offense-warning 2nd offense-2 points
Failure to properly display parking placard	1 point
Illegally parking in accessible space	4 points. Command notified.
Illegally parking in car pool or executive spaces	2 points
Illegally parking in "NO PARKING" or loading zones	2 points
Illegally parking in Official Government Vehicle space	2 points
Illegally blocking AM or PM (rush hour)	2 points
Parking outside control lines	2 points
Parking within 15 feet of a fire hydrant	1 point
Stopping, standing, or parking on a sidewalk	1 point
Stopping, standing, or parking in an intersection	1 point
Stopping, standing, or parking on crosswalk	1 point
Standing or parking within 20 feet of crosswalk	1 point
Failure to keep rental car records	1 point
Open alcoholic beverage container	6 points
Littering (moving vehicle)	3 points
Littering (non-moving vehicle)	1 point
Stopping, standing, or parking where prohibited by official signs	1 point
Other non-moving violations	1 point
Smoking in unauthorized areas	1 point

2. Non-moving Violators will be subject to the penalties as stated in Chapter 6, paragraph 6.1 of this ONI Instruction. Action will be determined by COMONI or designee.

CHAPTER 7: MOTOR VEHICLE ACCIDENTS

7.1 General

1. Report all motor vehicle accidents, however minor, to the ONI police immediately.
2. Do not move vehicles involved in an accident until authorization is received from the accident investigator, unless moving a vehicle is necessary to prevent further damage or personal injury.
3. Persons involved and witnesses must remain at the scene of an accident (if not injured) until an investigator arrives.
4. The investigating officer will investigate the accident.

7.2 Damage to Private Vehicles

1. ONI does not assume responsibility for damage incurred to POV while on NSF-Suitland except to the extent provided by claims statutes and regulations unless evidence of gross or willful negligence exists.
2. In general, persons operating or parking POV within NSF-Suitland do so at the owner's risk. Operation of a POV within NSF-Suitland is a driver's privilege, not a right.

APPENDIX A: SAMPLE OVERNIGHT/LONG-TERM PARKING REQUEST



OFFICE OF NAVAL INTELLIGENCE
N7 SECURITY & LAW ENFORCEMENT
SERVICES

OVERNIGHT/LONG-TERM PARKING PROCEDURES

ALL NSF-SUITLAND EMPLOYEES AND TENANTS WHO LEAVE THEIR POV ON THE INSTALLATION, OVERNIGHT OR LONG TERM, MUST PROVIDE THE BELOW INFORMATION TO THE SOC PRIOR TO LEAVING THE POV ON THE INSTALLATION.

EMPLOYEE/VEHICLE DATA:

Employee Name:		Center Org:	Phone Ext:
ONI Badge #		Tag ID: State / Loc	
Departure Date:		Return Date:	
Make:	Model:	Color:	
In the case of an emergency, who has a set of keys to the vehicle: Name: Phone:			

This form is authorized to remove above vehicle from the installation.

NAME: _____
PHONE: _____

(OFFICIAL USE ONLY)

I authorize the removal of the above vehicle from the installation.

The ANI must notify the SOC at 301-669-5555 24 hours in advance to schedule the removal of the vehicle.
A valid driver's license and current proof of insurance must be presented to the Police before the vehicle can be removed.

Employee Signature _____ Date _____

VEHICLE RETRIEVAL:

Individual Removing Vehicle (Print) _____

Individual Removing Vehicle (Signature) _____

FOR SOC USE ONLY:

Date Received/Officer Initials: _____ / _____

Date vehicle removed/Officer Initials: _____ / _____