

# NAVAL SUPPORT ACTIVITY ANNAPOLIS REQUEST FOR RESERVED PARKING

**PRIVACY ACT INFORMATION:** Authority: 5 USC 301. Naval Support Activity Annapolis will not disclose information collected on this form to any source other than authorized under the Privacy Act of 1974, or for the routine uses necessary to extend the requested services (such as indicated in Section I of this form). No personally identifiable information (PII) shall be collected on this form.

**PURPOSE:** This form is to be used for submission of requests for reserved parking on the installation of Naval Support Activity (NSA) Annapolis and the United States Naval Academy (USNA), except for the areas indicated in Section I of this form.

**INSTRUCTIONS:** Thoroughly read Section I prior to completion of form. Type or print all entries legibly. This form must be completed in its entirety. When completed, this form should be routed for approval as prescribed in Section I.

## I. Submission Process

1. Routine requests for reserved parking should be submitted to NSA Annapolis no later than two (2) business days in advance of the desired date.
2. Requesters are asked to include an overhead map image in Section III, depicting specifics of reserved spaces. The map image may be inserted from file by following the instructions in Section III.
3. Request forms must be signed in Section IV, preferably via digital certificate in the space provided. This form may optionally be signed in ink and scanned for submission, however if scanned the form must be received in PDF format.
4. Requests for three (3) or more spaces, regardless of location on the USNA yard, must additionally be routed to and approved by the USNA Chief of Staff prior to submission to NSA Annapolis.
5. Completed forms should be submitted to the NSA Annapolis parking account at [parking.nsaa.fcm@navy.mil](mailto:parking.nsaa.fcm@navy.mil). Please use the subject line of "parking request" with desired date(s) of parking.
6. Emergent requests will be considered on a case-by-case basis and will require request from O-4 / GS-12 or above, directly to the NSA Annapolis Operations Director, NSA Annapolis Security Officer, or designated representative.
7. This form is not required for requests in the following areas:
  - a. Alumni Hall parking; requests for this area must be routed through the Director of Alumni Hall.
  - b. Parking spots with stanchions on Blake Road, Maryland Avenue, or in Fullam Court; requests for these areas should be submitted to the USNA Office of Special Events.
8. Vehicles on the installation must be legally and properly parked. Registration information will be collected and verified on improperly parked vehicles. If the vehicle is registered with NSA Annapolis, the Naval Academy Duty Officer (NADO) will be provided owner contact information for movement of the vehicle. Unregistered vehicles that are improperly parked will be towed at owner's expense by NSA Annapolis Police.

## II. Request Data

### Visitor Vetting Authority (VVA)

	Last		First
Name	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
Work Phone	<input style="width: 80%;" type="text"/>	Department	<input style="width: 80%;" type="text"/>

Location of Reserved Space(s) <i>Indicate specific location(s) within affected area.</i>	No. of Space(s)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Date, Time, and Purpose

	From	To		Time	
Date(s)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>			<input style="width: 95%;" type="text"/>
	mm/dd/yyyy	mm/dd/yyyy			<i>Indicate specific time needed (e.g., "after 1200", "all day", etc)</i>
Purpose of Reserved Request	<input style="width: 95%;" type="text"/>				
	<i>Name of event or requirement, names, titles, etc</i>				
Specific Text for Sign	<input style="width: 95%;" type="text"/>				
Other Pertinent Information	<input style="width: 95%;" type="text"/>				

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## III. Image Area

Please provide an overhead image indicating specific parking spaces desired. **To insert image from file, click in below white space.**  
Allowable image formats are JPG, GIF, PNG, or TIF.



## Additional Information



## IV. Signatures

*Sign digitally, or in ink with date*



Visitor Vetting Authority



Chief of Staff (if applicable)