



Bldg. 902 & 903 Zone Parking Pilot Frequently Asked Questions

1. Why did the company decide to pilot zone parking at Bldg. 902 & 903 first?

Based on results from the 2018 Parking and Transportation study, parking in NNS' South Yard is less utilized compared to other areas of the shipyard. Additionally, employees who park in this area can easily be identified as most work in Bldg. 902 & 903.

2. Why is the Bldg. 902 & 903 pilot scheduled to start in December versus January?

Based on data, employee attendance is typically lowest going into the holiday season and highest after the New Year. Starting the pilot in December will allow NNS to capture the highest and lowest attendance days in a short timeframe. This also enables the company to make adjustments to the parking pilot ahead of the highest attendance days.

3. How will NNS decide which employees are assigned to Zone 1 and Zone 2?

NNS leadership in Bldg. 902 and 903 will decide which employees will be assigned to each zone.

4. Where can I find a map of affected parking areas in regards to the Bldg. 902 & 903 pilot?

Map can be found on the NNS to Go app, [NNS Parking & Transportation website](#) and the MyNNS Parking & Transportation website.

5. Will the surface parking lots surrounding Bldg. 902 & 903 be part of the same zone?

Yes, these lots are part of Zone 1. All employees with a Zone 1 placard are permitted to park in these lots. Prior to the start of the pilot, new signage will be posted to notify employees of zones.

6. Will the Bldg. 902 and 903 garages be part of the same zone?

Yes, these garages will be part of Zone 2. All employees with a Zone 2 placard are permitted to park in these lots. Prior to the start of the pilot, new signage will be posted to notify employees of zones.

7. Where should I display my placard when parking in my assigned zone?

Zone placards should be displayed in a location easily visible through the windshield of the vehicle; preferably, outward facing on the dashboard.

8. Where should employees park if their assigned zone is full?

Employees with a Zone 1 placard are able to park in Zone 2, aqua decal parking or at Hidens only if their zone is full. Employees with a Zone 2 placard are able to park in aqua decal parking or at Hidens only if their zone is full. NNS Security will be monitor the pilot program closely and issue violations to individuals who don't follow the guidelines.

9. If I must park in an aqua decal lot or at Hidens, should my zone placard still be displayed in my vehicle's dashboard?

Yes. Employees with zone placards should always display their zone placard in their vehicle's dashboard when parking on NNS property.

10. What if I get to work and realize that I don't have my zone placard?

If an employee forgets their placard, they are still permitted to park in their assigned zone, however, they should write a note (**with their first and last name, PERNR, department and a phone number**) and display it on their vehicle's dashboard. The note should read: **"Today is January 22, 2018, and I forgot my zone placard. Please contact me prior to towing my vehicle."** This will cue NNS Security to verify that the employee is authorized to be parked in the lot. Vehicles parked illegally are subject to towing.

11. How will people who had a reserved space before the pilot be affected?

When the pilot begins, all individually assigned parking spaces will be eliminated and employees who work in Bldg. 902 & 903 will be assigned to one of two parking zones. NNS leadership in these buildings will decide which employees are eligible for each zone. With a zone-based system, employees will be able to park in any space within their assigned zone.

12. Can zone placards be shared with other employees?

No. Zone placards should not be transferred or given to another employee for temporary use at any time. With a zone-based parking system, each lot is overbooked by a percentage, which takes into account individuals being out of the office and ensures they are accounted for.

13. Can I let a non-NNS employee borrow my zone placard?

No. Zone placards are not to be sold, transferred, or given to any other employee, Navy personnel, supplier, contractor or any non-NNS employee. *Violators are subject to revocation of all company parking privileges and additional disciplinary measures as appropriate.*

14. Is my vehicle at risk for being towed if I do not properly display my zone placard or park in a location not permitted by my placard?

Yes, not adhering to company parking regulations puts your vehicle at risk for enforcement by NNS Security. Vehicles parking illegally or without the proper credentials will be towed.

15. How will parking for oversized vehicles, handicap, expectant mothers, and visitors be handled?

Oversized vehicles will have the ability to park in aqua spaces (east of Julius Conn Gym). Handicap and expectant mother parking have not been altered. Visitor parking has been reduced as part of the pilot and will be closely monitored by NNS. Adjustments will be made as necessary. In discussions about long-term visitor (full day) or Management Development Center (MDC) meetings and events, NNS employees should make arrangements to take company-provided transportation (shuttle or taxi) or an alternate means of travel. Visitors must sign-in at the front lobby of the facility they are visiting.

16. What should I do if I lose my zone placard or it becomes damaged?

To report a lost placard, contact **Ken Sumner** (E70) at 688-1331.

17. Prior to the pilot, I was issued an orange and/or green parking decal. Will these decals be valid during the pilot?

Employees should keep their orange and/or green decals until instructed otherwise. These decals will serve no purpose during the pilot, but may serve a purpose at a later date.

18. Will zone placards be numbered?

Yes. Each zone placards will be numbered and associated with a specific NNS employee.

19. How long is the Bldg. 902 & 903 zonal parking pilot expected to last?

There is no set end date for the Bldg. 902 & 903 parking pilot. However, prior to a shipyard-wide implementation of zone parking, NNS plans to pilot other areas of the shipyard.

20. How will employees of Bldg. 902 & 903 travel to other facilities on NNS' campus throughout the workday?

Employees should plan in advance and are encouraged to use company-provided transportation (shuttle or taxi), or an alternate means of travel. This includes the new dedicated van as part of the pilot, which is available to transport Bldg. 902 & 903 employees to any NNS facility on the Peninsula except for West Park. This service will be available from 7:30 a.m. to 2:30 p.m. Monday through Friday. To use this service, call 282-9896. Additional information about company-provided transportation is available on the NNS to Go app, [NNS Parking & Transportation website](#) and the MyNNS Parking & Transportation website. Employees are also encouraged to download the NNXPRESS app to track company shuttles and taxis in real-time.

21. If additional employees move to Bldg. 902 & 903, will parking be affected?

The zone-based parking system is set-up to support total building capacity, not current occupancy. The system is also dynamic, therefore, zones will be monitored on a continuous basis. Adjustments will be made as needed.

22. Where is the Bldg. 902 & 903 shuttle stop located?

The shuttle stop for Bldg. 902 & 903 is located at the corner of 29th Street and Warwick Boulevard (south of the stoplight and pedestrian crosswalk).

23. How early/late do NNS shuttles run?

There are two main shuttle routes at NNS – an internal and external route. External routes service stops outside of shipyard gates and internal routes service stops inside shipyard gates. Both services run Monday through Friday. Shuttles on the external route run from 5 a.m. to 7 p.m. and shuttles on the internal route run from 5 a.m. to 6:30 p.m. and 10 p.m. to 1 a.m.

24. Where can I find additional information about company-provided transportation?

Parking and transportation information can be found: on the NNS to Go app, [NNS Parking & Transportation website](#), the MyNNS Parking & Transportation website and the NNXPRESS app. Both NNS to Go and NNXPRESS are free and can be downloaded in the Google Play and Apple app stores.

25. What is the difference between company shuttles and taxis?

NNS shuttles service routine stops, both internally and externally, throughout the company's campus; whereas NNS taxis are for use on a case-by-case basis when employees need to travel to specific buildings.

- 26. Will the company be adding additional shuttles to support of the Bldg. 902 & 903 pilot?**
Yes. NNS will increase its company-provided transportation services to include a new van dedicated to transporting Bldg. 902 & 903 employees to any NNS site on the Peninsula (including sites inside shipyard gates) with the exception of West Park. This service will be available from 7:30 a.m. to 2:30 p.m. Monday through Friday. To use this service, call 282-9896. Additional information about company-provided transportation is available on the NNS to Go app, [NNS Parking & Transportation website](#) and the MyNNS Parking & Transportation website. Employees are also encouraged to download the NNXPRESS app to track company shuttles and taxis in real-time. *Please note that only four employees are allowed to be transported through NNS gates. If there are more than four passengers, the group will have to disembark, badge in through the turnstile, and then reboard the shuttle.*
- 27. If I do not feel safe walking to my vehicle alone, what should I do?**
When walking at night or before daylight, employees are encouraged to travel in groups. Employees who must walk alone to their vehicle and feel unsafe doing so should contact the NNS Security Command Center at (757) 380-4031.
- 28. Does Newport News Shipbuilding Security monitor company-owned parking lots?**
Yes. Security patrols company-owned parking lots and garages 24-7.
- 29. Is it true that any employee Newport News Shipbuilding employees can park in any space of any company-owned parking lot after 2:30 p.m. on the weekdays?**
Yes. Employees with any valid NNS parking decal can park in any space in any NNS lot (including parking garages) after 2:30 p.m. and will not be towed. This does not include privately-owned paid parking lots, Navy and handicapped spaces.
- 30. Where can I park on the weekend?**
Employees who report to work on the weekend can park in any space in any NNS lot (including parking garages) and will not be towed. This does not include privately-owned paid parking lots, Navy and handicapped spaces.
- 31. How will data be collected for the zone parking pilot?**
NNS – both the parking team, Facilities and Bldg. 902 & 903 Facility Coordinators – will be in close contact to monitor zones and employee feedback. Based on data collected, adjustments will be made as needed.
- 32. Is the ramp between the first and second floor of the parking garage considered the first or second floor?**
The ramp is considered part of the second floor and will be designated as parking for employees with a Zone 2 placard.
- 33. What happens if an employee must park at Hidens and an emergent situation arises – how will the employee get from Bldg. 902 or 903 to their car at Hidens?**
NNS does not anticipate Bldg. 902 & 903 employees having to park at Hidens as a result of not being able to find parking in their assigned zone. However, if this situation were to occur, the employee should call 282-9896 to use the van service dedicated to Bldg. 902 & 903 employees as part of the parking pilot.

34. Does the NNS shuttle go to Net Center?

No. NNS shuttles do not travel to Net Center. However, in support of the pilot, NNS has added a van service dedicated to Bldg. 902 & 903 employees. This van will transport Bldg. 902 & 903 employees to any NNS site on the Peninsula (including sites inside shipyard gates) with the exception of West Park. This service will be available from 7:30 a.m. to 2:30 p.m. Monday through Friday. To use this service, call 282-9896.

35. Why doesn't the dedicated van for Bldg. 902 & 903 employees go to West Park?

This decision was made due to the time it takes to travel to and from NNS to West Park.

36. If Hampton Roads experiences a winter storm, will NNS will rope off the top deck and the ramp leading to the top deck of the parking garage due to snow and ice accumulation?

NNS will closely monitor weather conditions and will plan to take both preventative and appropriate actions to remove snow and ice as needed so that employees can park on the top deck.

37. Will zone assignment privileges be lifted after 3:30 p.m. on the weekdays, weekends and holidays in accordance with the NNS Parking and Enforcement (SSP S-1049) procedure?

Zone parking is not cited in any NNS parking document. However, as part of the [NNS Parking Guidelines and Procedures](#) (Y1221), all employees with a valid NNS parking decal can park in any space in any NNS lot (including parking garages) after 2:30 p.m. and will not be towed. This does not include privately-owned paid parking lots, Navy and handicapped spaces. NNS Security is in the process of updating SSP S-1049 to align with Y1221, which takes precedence over S-1049.

38. Will NNS provide a charge for time needed to find a parking space? What if the employee ends up having to pay for parking?

No charge will be provided. NNS does not anticipate Bldg. 902 & 903 employees having challenges with parking availability in their assigned zone.

39. Where can I submit suggestions for improvement or feedback in regards to the pilot?

Send questions regarding the Bldg. 902 & 903 pilot to CampusFacilitiesAdmin@hii-nns.com.

40. What is the difference between the Parking Solutions and the Campus Facilities Admin mailbox? I thought all parking feedback was supposed to be sent to Parking Solutions?

The Parking Solutions mailbox is for parking feedback shipyard-wide and is managed by NNS' Parking Team. The Campus Facilities Admin mailbox will be used to collect parking feedback regarding the Bldg. 902 & 903 pilot and is managed by Bldg. 902 & 903 Facility Coordinators. This decision was made because Bldg. 902 & 903 Facility Coordinators manage parking at these facilities on a daily basis. Throughout the pilot, NNS' Parking Team will work closely with Bldg. 902 & 903 Facility Coordinators to share feedback, provide responses and make adjustments as needed.

41. Per NNS procedure SSP Y-1221, employees with any NNS decal can park in aqua lots. This implies that anyone with a Zone 1 or Zone 2 placard is eligible to park in aqua lots at any time. Is this correct?

No, it's not correct. Zone Parking is a pilot program not addressed in SSP Y-1221. Employees with a Zone 1 placard are able to park in Zone 2, aqua decal parking or at Hidens only if their zone is full. Employees with a Zone 2 placard are able to park in aqua decal parking or at Hidens only if their zone is full. NNS Security will monitor the pilot program closely and issue violations to individuals who don't follow the guidelines.

42. In the future, will there be any consideration of including a group rider lot at Bldg. 902 & 903? Will this lot include the guaranteed Commute With Enterprise (formerly RideShare) premium parking?

The parking team, Facilities and Bldg. 902 & 903 facility coordinators will be in close contact to monitor zones and employee feedback. Based on data collected, adjustments will be considered.