



**DEPARTMENT OF THE ARMY
US ARMY GARRISON FORT DEVENS
31 QUEBEC STREET
DEVENS, MASSACHUSETTS
01434-4424**

Expiration Date: 22 February 2010

IMNE-DEV-ESP

22 February 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Devens Circular 190-5, Reserve Parking

1. Applicability: This policy letter is applicable to all military and civilian personnel assigned to Fort Devens.

2. Purpose: This policy provides a procedure for the designation, assignment and marking of reserved parking spaces on Fort Devens.

3. Policy:

a. Requests will be limited to the following:

(1) Each battalion level equivalent or higher organization may reserve parking for the commander, the deputy commander/executive officer or equivalent, the command sergeant major, and one space for a government vehicle (tactical or GSA).

(2) Fort Devens Garrison Staff Directorates may reserve one parking space each.

(3) Appropriate handicapped areas as determined by regulation and the DPW Director.

(4) All other requests must receive approval from the Fort Devens Director of Emergency Services.

b. Units must remove all unauthorized reserved parking signs immediately. Unauthorized use of reserved parking signs may result in the loss of on post parking privileges.

c. Units may only use prior approved signs. Reserved parking spaces will be marked by sign or on the curb/wheel bumper stop as:

(1) Example of sign: **RESERVED PARKING DPW DIRECTOR**

(2) Example of curb/wheel bumper stop: **DPW DIRECTOR**

d. Unauthorized parking in a reserved parking space is prohibited and violators are subject to being cited on Form DD 1805, US Magistrate summons. Repetitive violators are subject to being towed, decals removed and loss of installation driving privileges.

4. Procedure.

a. Units submit all reserved parking requests to the Directorate of Emergency Services. Units submit sign parking information using FD Form 2118 (Action/Routing Transmittal) with approving initials and a completed DA Form 4283 (Work request). The detailed schematic/description will include: dimensions, written verbiage and location of signs/spaces in parking area.

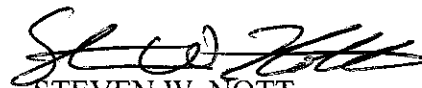
b. Directorate Public Works is responsible for construction and placement of approved reserved parking signs.

c. The Director of Emergency Services retains authority to alter or direct changes to any parking area plans for the purpose of promoting safety, regulating the flow of traffic, or providing emergency or temporary parking for special events.

d. The Directorate of Emergency Services will maintain a list of approved reserved parking spaces.

5. Coordinating Instructions: The POC is Lt. Kevin Cooney, Director of Emergency Services, 978-796-3216.

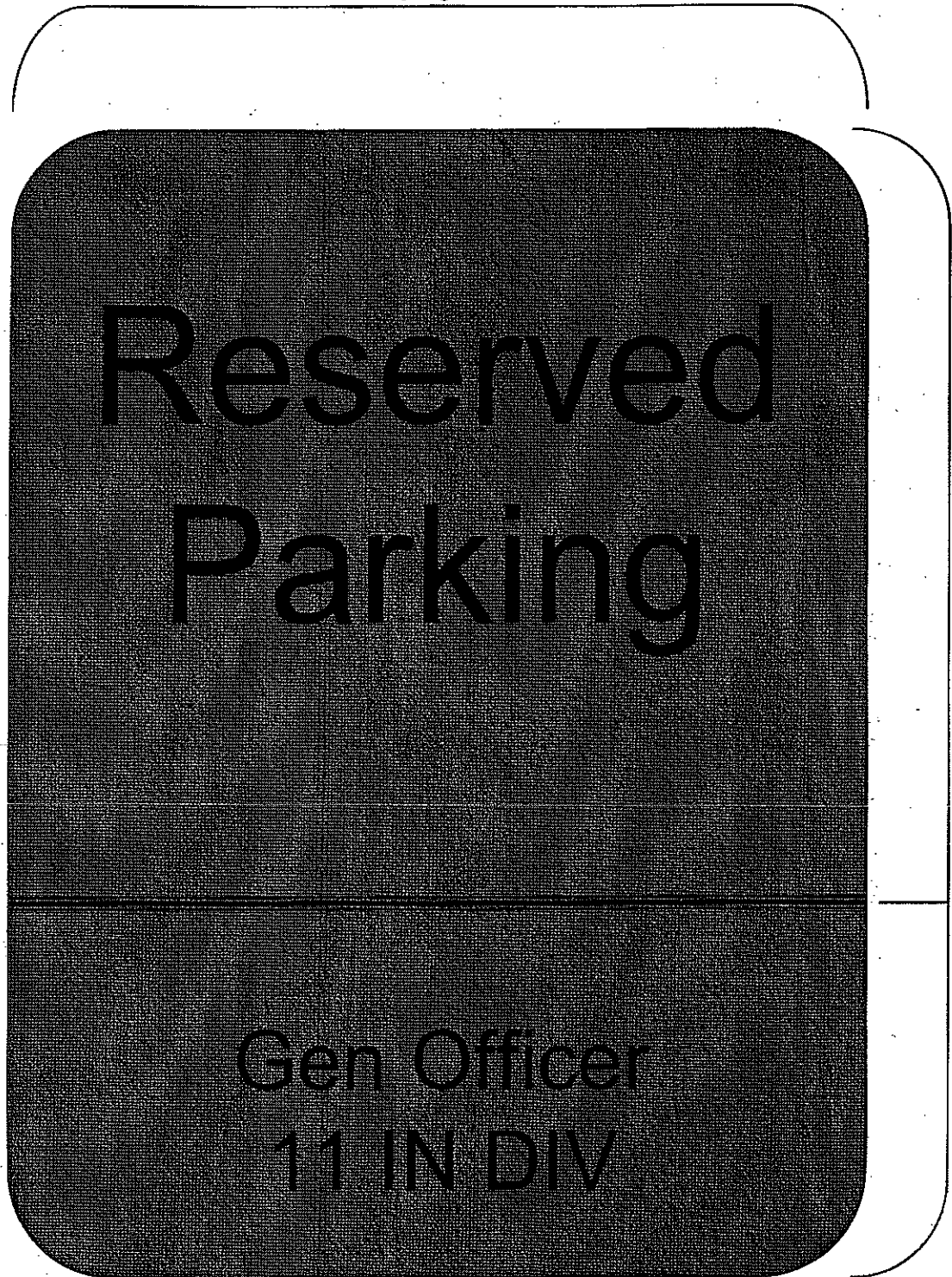
Encl



STEVEN W. NOTT
LTC, IN
Commanding

DISTRIBUTION:
Fort Devens Web Site

1' 0"



8"

4"

Colors:

Background = Brown

Lettering = White

1' 0"

Reserved
Parking

8"

CDR
11 IN BN

4"

1' 0"

Reserved
Parking

8"

CSM
11 IN BN

4"

1' 0"

Reserved
Parking

8"

1SG
11 IN BN CO B

4"

1' 0"

Reserved
Parking

8"

Chief of Staff
11 IN DIV

4"

1' 0"

Reserved
Parking

8"

GOV Vehicle
11 IN BN

4"

Reserved Parking Signs

