



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VA 23801-1703

FORT LEE POLICY NO.: 13-12

IMLE-ZA

SEP 19 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Reserved Parking Policy

1. References:

- a. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006
- b. FL Regulations 190-5 Appendix A, Fort Lee Traffic Code

2. Purpose: The purpose of this policy is to ensure organizational parking requirements are met.

3. Applicability: This policy applies to all Service Members, Civilians, Family members, contractors and other personnel who work, reside on, or visit any facilities located on Fort Lee.

4. Policy: All organizations, including tenants, on Fort Lee will coordinate all reserved parking requirements through their assigned Building Parking Managers (BPM) to the Traffic Review Board (TRB) for approval. BPMs will determine the type of reserved spaces best suited for their organization. Reserved spaces are authorized for:

- a. Handicapped spaces will be provided IAW the American with Disabilities Act and properly marked IAW applicable state code.
- b. General Officers, Senior Executive Service, Colonels, Chief Warrant Officers Five, Command Sergeants Major, and GS-15.
- c. Command Teams at Brigade (Brigade Commander & Command Sergeant Major), Battalion (Battalion Commander & Command Sergeant Major), and Company level (Company Commander & First Sergeant).
- d. Carpool parking, visitor parking and military vehicles are examples of authorized reserved parking.
- e. Requests for exception to this policy must be submitted to the TRB for decision.

Reserved parking plans must be approved by the Traffic Review Board (TRB) to ensure that limits on reserved parking are not exceeded. Plans will be submitted in

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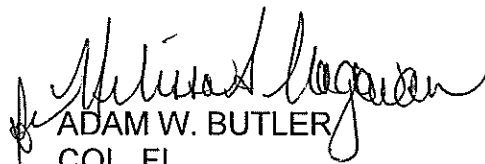
memorandum format, and include a diagram of the applicable parking lot depicting the location of the parking spaces the user is requesting to be reserved, to the TRB. The total number of reserved parking spaces will not exceed 10% of the total available parking for the organization, (handicapped and carpool parking excluded) unless otherwise approved by the TRB.

5. Enforcement: BPMs will refer parking violators to their organization for administrative or punitive action. The PMO may issue a United States District Court Violation upon the request of the BPM when administrative or punitive action proves unsuccessful.

6. Effective date: This policy is effective on the above mentioned date of this memorandum.

7. Proponent: The proponent for this policy is the Provost Marshal Office, Operations at (804) 734-7400.

Encl
Standing Operating Procedures for
Fort Lee Reserved Parking Policy


ADAM W. BUTLER
COL, FI
Commanding

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SEP 19 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) for Fort Lee Reserved Parking Policy Implementation

1. Purpose. To provide implementation guidance for organizations and individuals requiring/requesting reserved parking spaces.
2. Scope. IAW FORT LEE POLICY NO: 13-12, Fort Lee Reserved Parking Policy, the Garrison Commander has authorized reserved parking as follows:
 - a. Handicapped spaces will be provided IAW the American with Disabilities Act and properly marked IAW applicable state code.
 - b. General Officers, Senior Executive Service, Colonels, Chief Warrant Officers Five, Command Sergeants Major, and GS-15.
 - c. Command Teams at Brigade (Brigade Commander & Command Sergeant Major), Battalion (Battalion Commander & Command Sergeant Major), and Company level (Company Commander & First Sergeant).
 - d. Carpool parking, visitor parking and military vehicles are examples of authorized reserved parking.
 - e. Requests for exception to this policy must be submitted to the Traffic Review Board (TRB) for decision.
3. Responsibilities.
 - a. Individuals requesting reserved parking spaces will submit request to their specific Building Facility or Parking Manager (BPM).
 - b. The BPM will:
 - (1) Using the Reserved Parking Registration Form (Encl 1), consolidate requests, and submit requests to the Department of Public Works (DPW) Community Planner (Fritz Brandt, frederick.r.brandt.civ@mail.mil)
 - (2) Upon approval, from the TRB, coordinate installation of designated reserved parking space signs. Note: Signs must be in compliance with the installation standard (Encl 2). All

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SUBJECT: Standing Operating Procedures (SOP) for Fort Lee Reserved Parking Policy Implementation

unauthorized signs are subject to removal by the Directorate of Public Works (DPW), without notice.

(3) Notify Miss Utility (1-800-552-7001 or 811) in advance, to mark underground utilities within the vicinity of the proposed sign locations. If the location of the proposed sign is within 3 ft. of the utility markings, the installer must contact DPW (734-5100) to approve the location or identify a new location for the sign.

(4) Notify the Provost Marshal Office (PMO) if requirement for reserved parking signage changes (i.e., individual who was approved for reserved parking space leaves your building).

(5) Notify PMO of unauthorized parked vehicles.

(6) Submit requests for exception to Fort Lee Reserved Parking Policy to the TRB.

c. The PMO will:

(1) Provide assistance to DPW to validate reserved parking requests.

(2) Ticket illegally parked vehicles, when all efforts by the BPM have failed to resolve the issue.

d. DPW will:

(1) Provide assistance to BPM to install reserved parking signs.

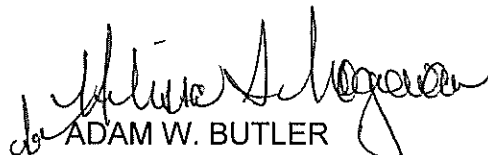
(2) Convene TRB as applicable to review and approve reserved parking requests.

7. Effective date. This SOP is effective on the date 30-days (grace period) from the date of this memorandum.

8. Proponent. The proponent for this policy is the PMO Operations at (804) 734-7400.

2 Encls

1. Reserved Parking Registration Form
2. Reserved Parking Sign Specifications


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