



DEPARTMENT OF THE ARMY  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
PRESIDIO OF MONTEREY  
MONTEREY, CALIFORNIA 93944-5000

NOV 05 2015

ATZP-CDR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Parking at Defense Language Institute Foreign Language Center (DLIFLC) and Presidio of Monterey (POM)

1. REFERENCES.

- a. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 2006
- b. Uniform Code of Military Justice (UCMJ)
- c. Title 18 United States Code Section 13 (18 USC 13)
- d. California Vehicle Code (CIVIC)

2. PURPOSE. The purpose of this memorandum is to establish policies and procedures for parking privately owned vehicles (POV) and government vehicles (GOV) at the Presidio of Monterey (POM).

3. APPLICABILITY. This memorandum applies to any person operating a POV or GOV at POM and to all organizations located on POM. This policy is punitive. Violations of the provisions of this policy may subject offenders to monetary fines, non-judicial or judicial punishment under the Uniform Code of Military Justice (UCMJ), or to other appropriate State or Federal administrative actions.

4. RESPONSIBILITIES.

a. Garrison Commander (GC). Provide support to DLIFLC to execute this policy. In coordination with DLIFLC, the GC is responsible for assisting in the enforcement of the parking policy. Enforcement includes issuing citations pursuant to Title 18 United States Code Section 13.

b. Chief of Staff, DLIFLC (CofS). Responsible for development and execution of the POM parking policy. In coordination with the GC, is responsible for enforcement of the POM parking policy. Conducts annual review, considers exceptions and waivers for parking due to organizational restructuring, and resolves disputes arising from unmarked parking areas. The CofS is the approval authority for the location of all designated parking spaces and areas.

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5. PARKING RESTRICTIONS. Parking is restricted to areas designated as visitor, staff and faculty, open, designated parking spaces, student commuter, disabled, residential, and government.

a. Visitor. Visitor parking spaces will be marked in green with white lettering specifying "VISITOR" and a time limit of up to 120 minutes, unless present for official visits, which allows for indefinite daily parking. These spaces will be generally located near service-oriented agencies in parking lots or parallel to roads. Visitor parking is for the convenience of an activity's customers, or employees who work off POM and require temporary parking for business reasons. If organizations need more spaces to support their activity, they will submit requests through the Deputy Chief of Staff for Personnel and Logistics (DCSPL), for the CofS' approval. DLIFLC Protocol and Garrison personnel assigned to protocol duties may identify parking for guests and visitors for specific events or periods as required, without specific approval.

b. Staff and Faculty. Staff and Faculty employees will be issued a red parking permit. Staff and Faculty spaces will be marked in white with black letters specifying Staff and Faculty parking. All federal civilian employees and permanent-party military personnel assigned to POM are eligible to receive a permit to park in the "Staff and Faculty" lots or in Open Parking spaces/lots. These lots will be clearly designated by posting signs at the entrances. A POV must display a Staff and Faculty permit to be lawfully parked in a Staff and Faculty lot or in Staff and Faculty designated spaces.

c. Designated Parking Spaces. The CofS will approve the location of all designated parking spaces. Upon approval by the CofS, all designated parking spaces and changes to existing parking spaces will be requested through the Department of Public Works to be painted and marked with appropriate designation. The types of designated parking spaces on the POM are disabled, government vehicle, visitor, and key individual.

(1) Disabled. These parking spaces will be established to provide adequate coverage at each government-owned building, with the exception of the barracks. These parking areas will be marked in accordance with California Vehicle Code Sections 22511.7 through 22511.9. Vehicles parked in disabled spaces must display the appropriate disabled tag approved by the State of California to be lawfully parked.

(2) Government Vehicle. Each parking lot will have one parking space for military vehicles if needed. If a directorate has a need for additional spaces for government vehicles, it will submit requests through the DCSPL to the CofS for approval. These parking spaces will be marked in white with black lettering designating the space as government vehicle only. Only government vehicles may lawfully park in government vehicle spaces.



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(3) Key individuals. Key individuals include: Commandant and Assistant Commandant, Garrison Commander, Deputy Garrison Commander, Chief of Staff, directorate heads, deans, military commanders, and the senior enlisted advisor of schools or company size organizations or larger. The CofS may approve any other spaces as key individual spaces. These spaces will be marked in white with black lettering indicating the position of the key individual for which the parking space is reserved. There will be a very limited number of redundant parking spaces for key individuals. Forward planning for key individuals to park for an event will be utilized whenever possible. If organizations need more spaces or require an exception to this policy, they will submit requests through the DCSPL to the CofS, for approval. Spaces currently designated as commandant visitor spaces will be changed to read "Command Visitor" to allow the Garrison visitors adequate parking.

d. Student Commuter Parking. Student Commuters will be issued a blue parking permit. Student Commuter parking lots are designed to accommodate students who do not live on the POM. Students who do not live on the POM can only park in student commuter parking lots or Open Parking. These lots will be clearly designated by posting signs at the entrances to any Student Commuter restricted parking lot or area. A POV parked in a Student Commuter restricted parking lot or area must display an affixed Student Commuter permit to be lawfully parked in a Student Commuter lot or area.

e. On Post Student Parking. On Post Students will be issued a yellow parking permit. Students who live on the POM will be allowed to park at or near their barracks or residence locations. Students who live on the POM are not authorized to drive a POV from the barracks or their residence from 0630 to 1900, Monday through Friday, with the exception of federal and training holidays, to or near their classrooms to attend classes. This prohibition includes students who reside on POM and drive from an off-post location to attend class. However, they may use Open Parking areas not at class locations, such as the Post Exchange, Chapel, Soldier Field, and other areas of open parking not used to get to and from class. Requests for temporary exceptions for medical reasons or other appropriate reasons will be submitted to the chain of command for approval. All other exceptions must be submitted through the chain of command through DCSPL to the CofS, for approval. GOVs are prohibited to be parked at the barracks or residences and will not be used for transport from residence to duty.

f. Residential Parking. Areas of POM may be designated as residential parking. Parking in designated Residential Parking areas at POM will be restricted to residents and their guests. Signs posted at the entrances of the designated areas will mark residential parking areas. A POV must be registered to the resident or a visitor pass displayed to be lawfully parked in a residential area. Requests for designated Residential Parking areas will be made to the Garrison.



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g. Open Parking. Any designated parking space not otherwise restricted will be open parking for any authorized POV or GOV.

h. Prohibited Parking. Parking in any red curb zone marked by a solid or dashed red curb, in any loading zone, in any official government vehicle zone, and on grass is prohibited. Parking outside marked or designated spaces outlined by pavement curb markings or posted signs is prohibited (i.e., you may not make your own parking space where one does not exist, e.g., at the end of a row of marked parking spaces). Parking a vehicle in such a manner to block another vehicle or takes room in more than one parking space as outlined by pavement, curb, or space markings is prohibited. Parking between buildings where no curb or space markings exist is prohibited.

i. Permits. All Staff and Faculty, Student Commuter, and On-Post Student parking permits will be affixed to the lower left corner of the vehicle's rear window. Visitor passes approved by POM police department will be displayed on the driver's side of the front dashboard.

j. Hours. The parking policy for designated lots and designated spaces is in effect from 0630 to 1900, Monday through Friday, with the exception of federal and training holidays.

## 6. PROCEDURES FOR ENFORCEMENT.

a. On-Post Students will be required to obtain a yellow "On-Post Student" parking permit before being authorized to park on post. Vehicles found parked at or near barracks or residence locations without a proper parking permit or pass may be cited.

b. Student Commuters will be required to provide a letter from their service chain of command verifying the student's off-POM residence before the Garrison will issue a Student Commuter permit. The Garrison will issue Residential permits for POVs registered to an occupant of a housing unit in a residential parking area on the POM.

c. Residents at POM should notify the Presidio of Monterey Police Department (POMPD) at 242-7851 regarding all vehicles parked illegally or improperly in a designated residential parking area.

d. Vehicles found with parking permits displayed but not affixed may be cited as if no permit was present.

e. Vehicles parked in violation of this policy or the California Motor Vehicle Code are subject to citation by the POMPD under Title 18, United States Code Section 13. The

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assimilated state law for enforcement of the regulation will be California Vehicle Code Sections 22519.


f. All parking violations under this policy not otherwise covered or listed in a Vehicle Code schedule adopted by the United States Magistrates Office, Northern District of California may be assessed a penalty of \$25 for each violation with a \$20 administrative fee, or the penalty/fee in effect at the time.

g. Vehicles in violation of this policy and/or the State of California Vehicle Code may be towed at the owners' expense.

h. This policy does not withhold the authority of the military and civilian chain of command and supervision to act upon violations within the parameters of their authority.

i. The GC or CofS may suspend this policy in order to support parking for installation events.

7. The proponent of this policy is the DLIFLC Deputy Chief of Staff for Personnel and Logistics at 831-242-4656.



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Commanding