



DEPARTMENT OF THE ARMY  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
AND PRESIDIO OF MONTEREY  
MONTEREY, CA 93944

REPLY TO  
ATTENTION OF:

ATZP-CDR

OCT 03 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Parking Policy

1. REFERENCES.

- a. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 25 Jan 06
- b. POM Regulation 190-5, Presidio of Monterey Traffic Policy, 18 Mar 97.
- c. State of California Vehicle Code, Sections 22500.
- d. Uniform Code of Military Justice (UCMJ).

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

3. APPLICABILITY. This memorandum applies to any person operating a POV at POM or OMC and to all organizations located on POM or OMC. This policy is punitive. Violations of the provisions of this policy may subject offenders to nonjudicial or judicial punishment under the Uniform Code of Military Justice (UCMJ) or to other appropriate administrative action.

4. RESPONSIBILITIES.

a. Installation Commander. Responsible for development and execution of the POM/OMC parking policy. Conducts annual review, considers exceptions and waivers for parking due to organizational restructuring, and resolves disputes arising from unmarked parking areas.

b. Chief of Staff. Approval authority for the location of all designated parking spaces.

c. Directorate of Emergency Services (DES). Responsible for coordinating administration of the Installation Parking Policy. Procures and distributes POM Staff and Faculty and Student Commuter parking permits to qualified individuals. Responsible for distribution of all Residential Parking permits. Responsible for recordkeeping on permit distribution and for receiving and processing requests for changes to the parking policy, including enclosures. Responsible for enforcement of the POM/OMC parking policy. Enforcement includes issuing citations pursuant to Title 18 United States Code Section 13.

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d. Directorate of Public Works. Responsible for installing, removing, maintaining, etc., regulatory signage on the installation.

5. PARKING RESTRICTIONS. Parking is restricted to areas designated as visitor, staff and faculty, open, designated parking spaces, student commuter, and residential. The distribution of parking spaces within these designations will be listed as enclosures to this policy once designations have been approved.

a. Visitor. Visitor parking spaces will be marked in green with white lettering specifying visitor parking and will have a time limit of 120 minutes for 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, not the employees of the activity. If organizations need more spaces to support their activity, they will submit requests through the Deputy Chief of Staff for Operations (DCSOPS), to the Chief of Staff, DLIFLC & POM, for approval.

b. Staff and Faculty. 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 are eligible to receive a permit to park in the "Staff and Faculty" 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 Chief of Staff, DLIFLC & POM, will approve the location of all designated parking spaces. All designated parking spots will be painted and marked with appropriate designation. The types of designated parking spaces on the POM are handicapped, government vehicle, visitor, and key individual.

(1) Handicapped. 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 handicapped spaces must display the appropriate handicapped tag approved by the State of California to be lawfully parked. If a directorate needs more than one handicapped parking space, it will submit requests through the DCSOPS to the Chief of Staff, DLIFLC & POM, for approval.

(2) Government Vehicle. Each parking lot will have a minimum of one parking space for military vehicles. If a directorate has a need for additional spaces for government vehicles, it will submit requests through the DCSOPS to the Chief of Staff, DLIFLC & POM, 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 are defined as permanent party personnel in the rank of O-5 and above, E-9, civilian directorate heads, Deans, Volunteer of the Month, Instructor of the Month, Commanders and the Senior Enlisted Advisor of company-size elements and higher. These spaces will be marked in white with black lettering indicating the position of the key individual for which the parking space is reserved. The driver of a POV must have the authorization of the designated parking space holder to be lawfully parked in a designated parking space. If organizations need more spaces or require an exception to this policy, they will submit requests through the DCSOPS to the Chief of Staff, DLIFLC & POM, for approval.

d. Student Commuter Parking. Student Commuter Parking lots are designed to accommodate students who do not live on the POM. These lots will be clearly designated by posting signs at the entrances to any Student Commuter restricted parking lot or area. Students who live on the POM will not be issued permits and are not authorized to drive a POV from the barracks or their residence to or near their classrooms to attend classes. This prohibition, against students who live on the POM driving POVs to attend classes, includes driving a POV to an off-post location and walking back onto post to attend class. Requests for temporary exceptions (not to exceed seven days) for medical appointments 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 and DCSOPS to the Chief of Staff for approval. A POV parked in a Student Commuter restricted parking lot or area must display a Student Commuter permit to be lawfully parked in a Student Commuter lot or area.

e. Residential Parking. Areas of POM and OMC may be designated as residential parking. Parking in designated Residential Parking areas at POM and OMC 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 Visitor placard displayed to be lawfully parked in a residential area. Requests for designated Residential Parking areas will be made to the DES.

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

g. 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 or curb or space markings is prohibited. Parking between buildings where no curb or space markings exist is prohibited.

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h. Permits. All Staff and Faculty, and Student Commuter parking permits will be affixed to the lower left corner of the vehicle's rear window. Visitor placards will be displayed on the driver's side of the front dashboard.

i. 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 holidays.

#### 6. PROCEDURES FOR ENFORCEMENT.

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

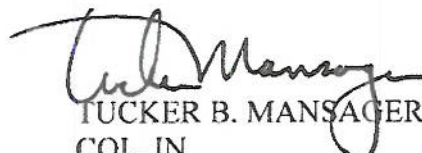
b. Residents at POM/OMC should notify the Presidio of Monterey Police Department (POMPD) at 242-7851 regarding all vehicles parked illegally or improperly in a designated residential parking area.

c. 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 assimilated state law for enforcement of the regulation will be California Vehicle Code Sections 22500.

d. 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 will be assessed a penalty of \$25 for each violation.

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

f. The Installation Commander may suspend this policy temporarily in order to support parking for installation events.

  
TUCKER B. MANSAGER  
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Commanding