

**BY ORDER OF THE COMMANDER
59TH MEDICAL WING**

59TH MEDICAL WING INSTRUCTION 31-102

23 SEPTEMBER 2015

Security

PARKING PROGRAM



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This instruction implements Air Force Policy Directive 31-1, *Integrated Defense*. This instruction defines the parking policy for the 59th Medical Wing (59 MDW). This instruction applies to all personnel assigned, attached, or on contract to the 59 MDW on Joint Base San Antonio-Lackland (JBSA-L). This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This publication has been revised. This rewrite of 59 MDWI 31-102 includes changed duties and responsibilities of the 59 MDW Administrator.

1. Program Overview.

1.1. The JBSA-L Security Forces (802 SFS) is the designated authority having jurisdiction to enforce the Wilford Hall Ambulatory Surgical Center (WHASC) Parking Program.

1.2. The Director, Facilities Management implements the requirements of the 59 MDW Parking Program.

2. Responsibilities.

2.1. Anyone operating a vehicle on property used by WHASC will comply with all posted traffic and parking signs and/or markings, and with signals and directions of WHASC, JBSA-L Security Forces personnel, or any other authorized traffic and parking personnel who may be present during exercises or special events.

2.2. Blocking of entrances, driveways, walkways, ramps, loading zones, inspection stations, roadways, safety and fire lanes, parking within 15 feet of fire hydrants and intersections except as marked, and parking on island, grass, or newly seeded areas is prohibited.

2.3. Unauthorized parking in more than one space (including vehicles hauling trailers, boats, recreational vehicles, and commercial vehicles), parking in authorized locations or in reserved spaces without permission, or parking contrary to posted signs and/or markings is prohibited. Storing commercial vehicles, boat trailers, recreational vehicles, and privately owned vehicles on property used by WHASC is prohibited.

2.4. The use of parking facilities for routine service or repairs to vehicles of a non-emergency nature is prohibited.

2.5. Vehicles parking in violation of applicable rules and regulations will be subject to ticketing. Repeat violators are subject to suspension or withdrawal of authorization to operate a privately owned and/or government vehicle on JBSA-L.

2.6. The 59 MDW Commander shall be responsible for:

2.6.1. Oversight of this parking policy in its entirety.

2.7. The 59 MDW Administrator shall be responsible for:

2.7.1. Adjusting assigned/reserved parking spaces/areas as required.

2.7.2. Ensuring assigned/reserved parking spaces/areas, as well as places where parking is prohibited, are properly and clearly marked.

2.7.3. Oversight of parking wardens and their responsibilities as outlined in paragraph 3.6 of this instruction.

2.7.4. Identifying, issuing permits, and tracking assigned executive reserved parking spaces.

2.7.5. Conducting annual review of spaces allocated within service and work-related reserved parking.

2.7.6. Managing Distinguished Visitor parking spaces.

2.7.7. Aiding the Director, Facilities Management with the designation of Parking Warden(s), as required.

2.8. Facility Management shall be responsible for:

2.8.1. Ensuring assigned/reserved parking permits are available for staff/clinics as required.

2.9. WHASC employees (to include their family members and guests) and operators of vehicles used by 59 MDW shall be responsible for:

2.9.1. Reporting accidents, incidents of damage, or acts of vandalism to vehicles on property used by WHASC to the JBSA-L Security Forces Law Enforcement.

2.9.2. Reporting any safety concerns which may come to their attention to the 59 MDW Safety Officer.

2.9.3. Properly displaying all appropriate WHASC issued parking permits/decals (i.e. Tier 1, Tier 2, Carpool, WHASC Staff).

2.9.4. Properly displaying all appropriate state issued Handicap and/or Disabled Veteran parking placards/plates. Driver of vehicle must possess state-issued credentials certifying status as a disabled citizen.

2.9.5. Self-reporting of violations (tickets) on JBSA: Active duty personnel must report violations (tickets received) to their supervisor and respective commander; civilian personnel must report violations to their supervisor.

3. Procedures.

3.1. All permits (handicap, carpool or clinical issued permits) must be clearly displayed, either on the driver's side dashboard or suspended from the rear view mirror, with the printed side of the permit clearly visible through the windshield.

3.2. Parking space defined. An area designated by two vertical, horizontal, or diagonal white lines for the temporary storage of a passenger-carrying motor vehicle.

3.3. Prohibited Parking. Vehicles will not park in the following places:

3.3.1. Within 20 feet of a crosswalk.

3.3.2. Within 50 feet of an intersection, unless previously designated as a parking space.

3.3.3. Against the flow of traffic.

3.3.4. Alongside curbs.

3.3.5. On the shoulder of any roadway, grassed or seeded area, except during special functions.

3.4. "Reserved" spaces. The parking restriction applies from 0600 – 1800 Monday through Friday. In parking lots adjacent to buildings where operations continue around the clock; in these cases, it applies 24 hours a day. Additionally, all spaces at the group command level or higher remain reserved 24/7.

3.5. Reserved Parking Areas.

3.5.1. The reserved Carpool parking area (Yellow Permit) is filled on a first-come, first-served basis. To participate in the Carpool Program, personnel must obtain a Carpool Permit through Facilities Management. Reserve Carpool parking is located in Lot D, the

Parking Garage as well as overflow lot # 4. Permits must be clearly displayed and requires the actual transportation of multiple occupants on the day of parking. The driver and passenger(s) must commute in and depart together in the same vehicle at the beginning and end of the duty day.

3.5.2. The Tier 1 and Tier 2 reserved parking area is based on designated position allocations within each assigned group. Tier 1 and Tier 2 passes are allocated to each group and jointly managed by the group administrator and Facilities Management. Permits shall be displayed on the rear view mirror of the vehicle or in plain sight on the windshield.

3.5.2.1. Tier 1 (Green Permit) is designated for group commanders, group deputy commanders, group superintendents, squadron commanders, and first sergeants.

3.5.2.2. Tier 2 (Blue Permit) is designated for Colonels (O-6s), squadron superintendents, program directors, GS14 (or higher) civilians, Chief Master Sergeant (E-9), and other group staff 3-letters.

3.5.3. The Third Trimester (Grey Permit) parking spaces are first-come, first-served and require an approved clinic issued permit.

3.5.4. The VA Radiation Oncology (Brown Permit) parking spaces are first-come, first-served and require an approved clinic issued permit.

3.5.5. Physical/Occupational Therapy/Hyperbaric Chamber (Purple Permit) parking spaces are first-come, first-served and require an approved clinic issued permit.

3.5.6. Handicap spaces in Lot D are first-come, first-served and require a state-issued Handicap and/or Disabled Veteran parking placard/plates and can be used by staff and/or patients.

3.5.7. Patient handicap reserved parking and Purple Heart recipient areas are filled on a first-come, first-served basis, require a state-issued Handicap and/or Disabled Veteran/Purple Heart placard/plates, and must be a used for a patient of WHASC.

3.5.8. Motorcycle reserved parking spaces are first-come, first-served and do not require a permit.

3.5.9. Government vehicle reserved parking spaces are restricted to government vehicles only.

3.6. Parking Monitor Program. This section prescribes the procedures for issuing, maintaining, control, and accounting of tickets provided by 802 SFS/S5R and specifies the responsibilities for parking monitors assigned to the 802d Air Base Wing and associated units on JBSA-L. Parking Monitors will monitor parking areas within their area of responsibility and only during normal base duty hours. Commanders with parking problems should appoint a maximum of two individuals, E-5 or higher, in their unit to become a primary and alternate parking monitor. All parking monitors will receive Security Forces training on proper completion of tickets prior to accomplishing any parking monitor duties. Documentation of training and a current list of parking monitors will be kept by 802 SFS/S5R and Facilities Management.

3.6.1. Only agencies with a specific need will be assigned parking monitors.

3.6.2. The same penalties for citations will apply as if a Security Forces member had issued the citation.

3.7. Traffic Violation Reports.

3.7.1. Comply with AFI 31-120, *Security Forces Systems and Administration* for administrative processing procedures.

3.7.2. Unit commanders may decide not to take disciplinary or administrative action against the violator; however, points will still be assessed accordingly. If the unit commander believes the individual is not guilty and requests the removal of the citation from the individual's driving record, the request will be handled as a rebuttal.

3.7.3. Within reason, 802 SFS/S5R will notify the responsible commanders when military, civilian, or contract personnel receive a traffic violation ticket.

3.7.3.1. Individuals rebutting traffic tickets, which did not result in suspension or revocation of driving privileges, have 5 duty days from the date-of-issue to notify S5R of their intent to rebut. Written rebuttal letters must be submitted in writing and routed through the unit commander or equivalent (if applicable) within 14. If the unit commander disagrees with the request, the rebuttal ends. If the unit commander supports the rebuttal, it will be forwarded to 802 SFS/DFC.

MICHAEL W. GLASS, Colonel, USAF, MSC
Administrator, 59th Medical Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-1, *Integrated Defense*, 28 October 2011

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

AFI 31-120, *Security Forces Systems and Administration*, 1 April 2015

United States District Court Western District of Texas Order Amending Local Rule CR-61, 15 April 1996

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

JBSA—L—Joint Base San Antonio-Lackland

MDW—Medical Wing

WHASC—Wilford Hall Ambulatory Surgical Center