

**BY ORDER OF THE COMMANDER  
482D FIGHTER WING**

**HOMESTEAD AIR RESERVE BASE  
INSTRUCTION 32-903**



**27 AUGUST 2010**

**Civil Engineering**

**BASE PARKING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** : Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 482 MSG/CERR

Certified by: 482 MSG/CC  
(Lt Col Robert E. Brinley)

Pages: 12

---

This instruction aligns with Air Force Policy Directive 31-1 (AFPD 31-1), *Integrated Defense*, and implements Air Force Instruction 31-204 (AFI 31-204), *Air Force Motor Vehicle Traffic Supervision*. It outlines the policy on management and use of parking spaces for privately owned vehicles, establishes procedures for assignment of reserved parking spaces, and establishes penalties for parking violations. It applies to all persons operating motor vehicles on Homestead Air Reserve Base (HARB). Refer recommended changes to and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847 (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcsaf61a/afirms/afirms/rims.cfm>

**1. Responsibilities.**

- 1.1. The 482d Fighter Wing Commander (482 FW/CC) or designated representative, is the authority for parking on Homestead Air Reserve Base.
- 1.2. The 482d Security Forces Squadron Commander (482 SFS/CC) is responsible for the overall enforcement of the HARB parking program.
- 1.3. The 482d Mission Support Group/Base Civil Engineer (482 MSG/BCE) is responsible for all designation markings (painting, signs, etc) and maintaining diagrams and accountability of all available base parking.

1.4. The Traffic Safety Coordination Group (TSCG) is responsible for investigating and resolving parking and traffic issues and safety hazards. The 482 FW/Ground Safety (482 FW/SEG) or designated representative chairs the TSCG and members of the group are appointed as required.

1.5. The Facility Manager rank E-5 and above (or civilian equivalent) will serve as the assigned parking representative responsible for reserved parking requests. The Facility Manager listing is maintained by the Real Property Office. The Facility Manager will ensure requested reserved parking is within the limits set by this instruction, and that requests are made in accordance with this instruction. The Facility Managers are the only individuals authorized to request reserved parking on HARB. (See **paragraph 3** for information regarding regulations on reserved parking and the procedure for requesting reserved parking.)

1.6. Each Facility Manager will manage the assignment and enforcement of reserved parking under the control of their commander. The Facility Manager appointed by the organization will be authorized to enforce unmarked parking spaces and reserved parking spaces that are assigned to their organization.

1.6.1. The Facility Manager will enforce all parking violations occurring within the spaces belonging to their organization and their local general visitor and handicap areas. Facility Manager's are authorized to alert 482 SFS for illegally parked vehicles in the following areas: visitor or reserved spaces, fire lanes, loading bays, grassed areas, seeded areas, areas not lined for parking, and any prohibited area. 482 SFS may issue Citations for any parking violation found within this instruction.

1.7. The 482 SFS/Police Services (482 SFS/SFOP) section can obtain a Facility Manager's listing from the Real Property Office. The Facility Manager's listing provides the name of the appointed individual, rank, organization, office symbol, duty phone, and the facility or facilities where they perform these duties.

1.8. Each Facility Manager will receive initial and annual refresher training from the 482 SFS/SFOP during the annual Facility Manager's training. It is important that Facility Manager appointments be kept current so that an accurate Facility Manager listing can be updated annually and provided to 482 SFS/SFOP.

1.9. The Facility Managers are responsible for assigning temporary reserved parking spaces for their organization. Temporary reserved parking spaces are to be reserved using base authorized parking stanchions and must be removed as soon as they are no longer necessary. See paragraph 3.1.8.

1.9.1. Facility Managers are not authorized to supply parking stanchions for reserved parking in anticipation of a work order request for reserved parking spaces (except for handicap as stated in paragraph 3.1.8.3.). Reserved parking spaces are not authorized until the work order has been completed.

1.10. Each Primary or Alternate Facility Manager is responsible for purchasing temporary parking stanchions. See Attachment 2 for purchasing information.

## **2. General.**

2.1. Definitions. The following definitions apply to this instruction only.

2.1.1. Distinguished Visitor (DV). Persons reported by the visiting organization to the Protocol Office. This may be a military member in the grade of O-6 and above, a Federal civilian employee in the grade/equivalent grade of GS-15 level and above, non-Federal employees who occupy a position of high authority (e.g., corporate executive, state/local government officials), or other personnel who may be of interest to the installation's senior leaders (e.g., inspection team).

2.1.2. Organization. The standard level of the skip-echelon staffing structure used by the Air Force which is applicable at this base from center to directorate and division or wing, groups, and squadrons, to include their equivalents, but not to a lower level.

2.1.3. Parking. The act of stopping a vehicle, whether or not occupied, except in compliance with a traffic order, traffic signal, or other traffic control device.

## 2.2. Parking and Parking Lot Rules.

2.2.1. Park all vehicles within a designated marked parking space or housing driveway, unless exempted by this instruction. Parking vehicles on grass, unmarked areas of concrete and asphalt, or areas marked as no parking by striping or by other means is strictly forbidden unless granted by the 482 FW/CC or designated representative. Vehicles may not occupy more than one designated parking space.

2.2.2. Park vehicles in designated parking lots and spaces on a first-come, first-served basis, unless exempted by this instruction or specific marking.

2.2.3. Vehicles parked on the street must park in the same direction as the traffic flow.

2.2.4. Vehicles will not hinder the flow of traffic to pick-up or discharge passengers.

2.2.5. Do not perform vehicle maintenance in parking locations. Minor emergency repairs are authorized.

2.2.6. Recreational activities are prohibited in parking lots.

2.2.7. Motorcycles may park in designated parking lots and spaces on a first-come, first-served basis, unless exempted by this instruction or specific marking.

2.2.8. Recreational Vehicles (RVs) such as trailers, campers, and boats shall not be parked on the streets or grassed and seeded areas. Recreational vehicles are to be stored at the RV storage area by contacting 482 Services Squadron/Outdoor Recreation (482 MSG/SVRO) at extension 7092.

2.2.9. Open parking near to or in support of fire and police operations may be designated by signs approved by the traffic engineer to restrict the parking to security, fire and emergency personnel supporting those operations.

2.2.10. Use of POVs for official business does not entitle user to disregard parking restrictions imposed by this instruction.

## 3. Reserved Parking.

3.1. There are eight types of reserved parking spaces authorized on the installation: individual reserved (i.e. organizational parking), commander reserved, visitor, government vehicle, handicap, special, permit, and temporary. To request reserved parking refer to paragraph 3.2.

3.1.1. Individual Reserved Parking at organizational primary duty location. One individual reserved parking space is authorized for each squadron commander, group commander, wing commander and wing commander deputy, first sergeant, command CMSgt, group superintendent, all general officers and respective deputies (or civilian equivalent) and any office requiring an 0-6 or GS-15 and above. This includes the 482 FW/CC and staff. Tenant level equivalents such as J-level directorates are authorized individual reserved parking spaces. Division chiefs, staff officers, and executive officers are not permitted reserved parking spaces unless permitted by provisions in this instruction or by special permission from the Installation Commander in accordance with paragraph 3.2.2.

3.1.1.1. Each organization may be assigned individual reserved parking spaces that are marked by organizational symbol, (e.g. 482 FW, 482 MSG, 482 MXG). Based on the HARB organizational structure in 2010, the number of individual reserved parking spaces is estimated at fifty (50). The Base Civil Engineer (BCE) shall monitor the total number of individual reserve parking spaces and ensure the total number of reserved parking spaces (not counting handicap and temporary) does not exceed five percent of the total available parking base wide.

3.1.1.2. Facility Managers will coordinate with the base traffic engineer on the location of all individual reserved parking spaces. 3.1.2. Commander Reserved at location(s) other than organizational primary duty location. Reserved parking that falls under this category is for the 482 FW/CC, CV, Southern Operations Command, South Commander (SOCSOUTH/CC), and Group commanders. These spaces are in addition to those permitted in paragraph 3.1.1.

3.1.2.1. Parking for official visits by these offices to other organizations throughout Homestead ARB will be treated as temporary reserved parking for a DV. Refer to paragraph 3.1.8. for details.

3.1.3. Visitor Reserved Parking. Each organization with a customer service function may be assigned visitor reserved parking spaces that are marked "VISITOR" or, in special cases, with a time limit "\_\_ MIN VISITOR" or other approved marking by the BCE. If not posted, the time limit for parking in visitor parking spaces is two hours. Visitor parking spaces are reserved for visitors only between the hours of 0730-1730, Monday-Friday, unless otherwise posted. The number of spaces authorized will be considered on a case-by-case basis not to exceed three spaces per organization. For additional visitor reserved parking see 3.2.2.

3.1.4. Government Vehicle Reserved Parking. Each organization may be assigned government owned vehicle GOV reserved parking marked by organizational symbol (e.g. 482 CES GOV, MSG GOV, MXG/GOV). All GOV spaces will be marked as GOV regardless of the vehicle type (e.g. golf cart, electric truck, etc.). POV's may be permitted to be used as a government vehicle provided they display an identification tag similar to that required by paragraph 3.2.3. Each Facility Manager may provide no more than three GOV permits. The number of spaces authorized will be considered on a case-by-case basis not to exceed three spaces per organization. Spaces marked for a specific GOV used by a squadron level commander and above (or civilian equivalent) may be

marked by office symbol (e.g. 482 CES/CC GOV, MSG/CC GOV, MXG/CC GOV, OG/CC GOV). For additional GOV reserved parking see paragraph 3.2.2.

3.1.5. Handicap Parking. Handicap parking will typically be unassigned. However, handicap parking shall be provided based on identified need to ensure that adequate handicap parking is available. Handicap parking shall be provided to accommodate employee needs as documented by a state issued handicap permit. Individuals must take a letter from their physician identifying the need for a handicap parking space to the local Department of Motor Vehicles (DMV) to obtain a valid state-issued handicap placard. The physician's letter alone will not be accepted for a handicapped parking space.

3.1.5.1. Two types of handicap parking spaces are available based on the accommodation required special and regular.

3.1.5.1.1. Special. This accommodation will be provided to employees who require access clearance to enter or exit their vehicle. Special access clearance will be sized in accordance with the guidelines provided under the American's with Disabilities Act (ADA).

3.1.5.1.2. Regular. This accommodation shall be provided to those employees that require no special accommodation for access to the vehicle but require a special location for access to their workplace. A regular style parking space with normal access clearance will be provided in those situations.

3.1.5.2. Assigned handicap spaces are expected to be rare and will be determined on a case by case basis. Should circumstances warrant the assignment of a space to an individual; this will be requested in accordance with paragraph 3.2.2. Assigned handicap spaces shall be re-validated annually. Assigned handicap spaces shall be marked with the organizational symbol followed by a double letter designation, i.e., 482 FW "AA".

3.1.5.2.1. Employees needing an assigned handicap parking space shall provide a copy of the state issued parking permit with the person's name and expiration date on the permit. The employee requesting an assigned handicapped space will forward the permit along with written explanation why the designation is needed to their Facility Manager who will make the request in accordance with paragraph 3.2.2.3.1.5.2.2.. Employees that are provided assigned parking at their primary work locations due to handicap or medical reasons are not permitted to park in assigned spaces at other locations. These employees may utilize open handicap spaces at other than their primary work locations provided that a handicap permit is properly displayed.

3.1.6. Permit Parking. Permit parking includes spaces throughout the installation for the following:

3.1.6.1. "General Officer, Colonels (O6), GS/GM-15s, and Chief Master Sergeants" spaces are only authorized at the All Ranks Club and Fitness Center.

3.1.6.2. Parking permits are issued by 482 SFS/Pass and Registration (482 SFS/SFOXI).

3.1.7. Special Reserved Parking. Special reserved parking includes spaces throughout the installation for the following:

3.1.7.1. One “Quarterly Award Winner” parking spaces is authorized at the All Ranks Club and Fitness Center for use by any base level Quarterly Award Winners-military and civil service-on a first-come, first-served basis for the time period following award (ex: 1st quarter winner can park during 2nd quarter).

3.1.7.2. Emergency Vehicle parking spaces are reserved for emergency response vehicles only.

3.1.7.3. For approval of any unique or special circumstances, see paragraph 3.2.

3.1.8. Temporary Reserved Parking. Each Facility Manager is responsible for issuing and maintaining documentation for temporary reserved parking. The Facility Manager may only temporarily reserve a parking space with the base approved standard reserved parking sign (provided by the building facility manager). Temporary reserved parking may only be issued for a maximum of two weeks except for temporary handicap parking as described in paragraph 3.1.8.2. The Facility Manager is responsible for authorizing temporary reserved parking extensions. See Attachment 2 for an example of a temporary reserved sign. The name of the individual the parking space is reserved for and the date the reserved parking sign will be removed must be included. All reserved signs will display the removal date in the upper right hand corner of the name placard. The Facility Manager may issue temporary parking for the following:

3.1.8.1. Distinguished Visitor (DV) as defined in this instruction.

3.1.8.2. Temporary Employee Relocation. This type of reserved parking is only authorized when an individual’s reserved parking space is removed or no longer accessible due to construction or repair work.

3.1.8.3. Temporary Handicap Parking may be issued by the Facility Manager should existing handicap parking be inadequate based upon receipt of a copy of an employee’s valid state issued handicap permit indicating the temporary need. Temporary handicap parking may be issued for up to 30 days. All temporary handicap reserved spaces must be approved by the Facility Manager. If the need extends beyond 30 days or the need exceeds two temporary spaces at one time, the Facility Manager must review and approve requests for permanently marked space. Temporary handicap parking may be indicated with a temporary parking stanchion.

3.1.8.4. Facility Managers may not use another organizational, government vehicle, handicap, or special reserved parking space.

3.1.8.5. Cones, ropes, and marking tape can only be used to temporarily prohibit parking for safety, security, or construction reasons per coordination with or action by the center safety office 482 FW/SEG, the 482 SFS, and the 482 MSG/BCE respectively.

3.1.8.6. Event Parking. Contact 482 SFS/SFOP, extension 7537/7098/7115, as far in advance as possible when an event is coordinated in an area with insufficient legal parking.

3.2. Authorizing Reserved Parking. Requests for reserved parking will be made from the appropriate unit Facility Manager to the BCE. Authorizing reserved parking falls under two categories: reserved parking within the established limits of this instruction and reserved parking outside the limits of this instruction. Facility Managers shall review parking needs annually and submit a letter to the BCE indicating the number of reserve parking spaces provided to their units and any additions or deletions in requirements on an as needed basis or upon request by the BCE.

3.2.1. To request reserved parking within the limits authorized by this instruction follow the following request process:

3.2.1.1. Each organization requesting reserved parking must submit a memorandum through their respective Facility Manager. The memorandum must list the organization requesting reserved parking; the name, grade and job title of the individual each space is being reserved for, type of reserved parking space that is being requested, a diagram of the parking area where the reserved space is requested, and the current number of reserved parking spaces each respective organization has by category.

3.2.1.2. The respective Facility Manager must complete an Air Force Form 332, Base Civil Engineering Work Request, and submit it to 482 MSG/BCE Customer Service. Included with the AF Form 332, provide all of the information listed in **paragraph 3.2.1.1.**

3.2.2. To request reserved parking outside over the limits authorized by this instruction, comply with the following request process.

3.2.2.1. The Group Commander (or higher) for the requesting organization shall be responsible for submitting an AF Firm 1768, Staff Summary Sheet (SSS) describing the justification for the request. The SSS shall be routed to the Installation Commander via the 482 MSG/BCE for approval.

3.2.2.2. The BCE will write a recommendation to the Installation Commander or their designated representative based on all pertinent information regarding the requested parking space. This recommendation, along with all of the information supplied by the Facility Manager will be sent to the 482 FW/CC or designated representative for their approval or disapproval.

3.2.2.3. If approved, the Facility Manager must complete an AF Form 332 and submit it to 482 MSG/BCE Customer Service. Included with the AF Form 332 will be all of the information listed in paragraph 3.2.2.1. Also included must be a copy of the SSS approving the request.

3.2.3. All personnel with a designated parking space shall display a means of identifying their parking assignment on their vehicle. For senior military personnel, the rank displayed on their vehicles will suffice. Parking permits issued by 482 SFS/SFO will suffice. In all other cases, Facility Managers shall issue a minimum 3 inch by 5 inch card indicating the assigned designation with the Facility Manager's name, organization and signature on the card. The card may be hung from the rear view mirror or displayed on the dash board of the vehicle. Employees shall not be permitted to duplicate the card for use in more than one vehicle. Each organization shall be responsible for accountability

and issuance of all cards (i.e. numbering system for authentication, which it was issued to, for what reason and tracking each card issued/turned in).

3.3. This instruction recognizes existing inter-local agreements that provide reserved parking to a tenant, unit and/or bargaining unit, except where new provisions have been provided.

3.4. The 482 FW/CC or designated representative reserves the right to regulate all reserve parking especially where warranted by facility and area operational circumstances (e.g., buildings in industrial/flight line area).

#### **4. Unauthorized Alteration of Government Property.**

4.1. The 482 FW/Base Operations and Support Services (482 FW/BOS) contractor is the only organization authorized to paint the parking lot areas or create parking signage at Homestead ARB. Individuals caught painting the parking lot or creating/installing unauthorized parking signage will be subject to disciplinary action.

#### **5. Parking Violation Penalties.**

5.1.1. Three parking violations within 12 months will result in a 30-day suspension of on-base driving privileges.

5.1.2. Four parking violations within 12 months will result in a 60-day suspension of on-base driving privileges.

5.1.3. Five parking violations within 12 months will result in a 6-month suspension of on-base driving privileges.

5.1.4. More than five violations within 12 months will result in revocation of on-base driving privileges for 1 year.

5.1.5. Violations will be considered for 12 calendar months after the first occurrence for the purpose of the suspension or revocation of driving privileges.

5.1.6. Parking violations will be processed against the sponsor to whom the vehicle is registered through Police Services.

5.1.7. Administrative action taken under this paragraph does not preclude disciplinary action.

5.1.8. Parking violation penalties listed does not preclude driving suspensions per AFI 31-218(I) paragraph 4.9.

#### **6. Parking Ticket Rebuttal Procedures.**

6.1. Parking Ticket rebuttals procedures will follow established installation administrative procedures for processing traffic violations, per AFI 31-218(I), **paragraph 4.9**.

6.2. Any grievance upon receipt of parking violations may be addressed in accordance with local collective bargaining agreement.

#### **7. Towing Vehicles.**

7.1. Vehicles may be towed for parking violations such as parking next to a fire hydrant, in a fire lane, loading zone, or other non-designated area, where the vehicle is causing a traffic hazard or safety issue, and in other instances where the 482 SFS has determined it to be unsafe.

7.1.1. Vehicles towed from the installation will be towed at the owner's expense.

7.1.2. The 482 SFS/SFO will be the point of contact on all parking-related towed vehicles from the installation.

## **8. Forms.**

### **8.1. Prescribed Forms:**

AF Form 673, *Air Force Publication/Form Action Request*

### **8.2. Adopted Forms:**

Air Force Form 332, *Base Civil Engineering Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Firm 1768, *Staff Summary Sheet*

DONALD R. LINDBERG, Colonel, USAFR  
Commander

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

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 31-1, *Integrated Defense*, 7 July 2007

***Acronyms***

**ADA**—American Disabilities Act

**AFPD**—Air Force Policy Directive

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**BCE**—Base Civil Engineers

**BOS**—Base Operations Support & Services

**CC**—Commander

**CES**—Civil Engineers Squadron

**CMSgt**—Chief Master Sergeant

**CV**—Vice Commander

**DMV**—Department of Motor Vehicles

**DV**—Distinguished Visitor

**FW**—Fighter Wing

**GM**—General Management

**GOV**—Government Owned Vehicle

**GS**—General Schedule

**HARB**—Homestead Air Reserve Base

**IAW**—In accordance with

**MSG**—Mission Support Group

**MXG**—Maintenance Group

**OPR**—Office of Primary Responsibility

**POV**—Privately Owned Vehicle

**RDS**—Records Disposition Schedule

**RV**—Recreation Vehicle

**SEG**—Ground Safety

**SOC SOUTH**—Southern Operation Command, South

**SFO**—Security Forces Operations

**SFOP**—Police Services

**SFOX**—Pass & Registration

**SFS**—Security Forces Squadron

**SSS**—Staff Summary Sheet

**SVRO**—Services Outdoor Recreation

**TSCG**—Traffic Safety Coordination Group

**USAFR**—United States Air Force Reserve

**Attachment 2****STANDARDIZED RESERVE PARKING SIGN**

The approved standard reserve parking sign for Homestead ARB shall be as shown in **Figure A1.1.** below.

**Figure A1.1. Approved Standard Reserve Parking Sign.**

**TO ORDER “RESERVED PARKING” SIGN**

Contact: 482 FW BOS Contractor @ extension 7322

POC for ordering signs via e-mail at: [chester.whitlow@homestead.af.mil](mailto:chester.whitlow@homestead.af.mil)

Required Information: Number of signs required & name for each name plate required

Cost: \$000.00 each complete (‘reserved parking’, name plate, base & post)

A charge of \$0.00 is required for each additional name plate

Allow 2 working days to make custom name plates

Pick up completed order at Bldg 232; will receive e-mail confirmation of order & pick up date