

**BY ORDER OF THE COMMANDER  
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER  
INSTRUCTION 31-101**



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**BUILDING 3001 PARKING  
MANAGEMENT**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, Integrated Defense. This publication establishes Air Force Sustainment Center (AFSC) Building 3001 parking request guidelines in accordance with (IAW) Tinker Air Force Base Instruction (TAFBI) 31-218, Air Force Motor Vehicle Traffic Supervision. This publication is applicable to all personnel that will be utilizing parking located at Building 3001 on Tinker Air Force Base (AFB). This publication does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) and their units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. This publication may not be supplemented or further implemented/extended.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. It provides guidance and procedures for managing Staff Drive Parking, North Drive Parking, Distinguished Visitor (DV) Parking, Temporary "X" Parking, and Parking Cone requests.

## Chapter 1

### PROGRAM OVERVIEW

**1.1. Overview.** Staff Drive is the road on the east side of Building 3001 with North Drive located just north of Building 3001. Staff Drive and North Drive parking are reserved for senior leaders that work in Building 3001. Access to Staff Drive and North Drive must be controlled to meet increased force protection conditions (FPCON) Bravo, Charlie, and Delta, and antiterrorism criteria IAW DoDI O-2000.16, Volume 1, *DoD Antiterrorism (AT) Program Implementation*.

## Chapter 2

### STAFF DRIVE AND NORTH DRIVE

**2.1. Staff Drive and North Drive.** The AFSC Director of Staff's office will issue each Organizational Parking Monitor an allotment of spaces, as available for their needs, on Staff Drive and North Drive. Parking Wardens will have the authority to ticket vehicles parked on Staff Drive and North Drive that do not meet the criteria for utilization of assigned spaces. Staff Drive is a road and the speed limit is 5 miles per hour. Vehicles driving down Staff Drive must be aware of pedestrians crossing and stop if necessary.

2.1.1. AFSC/DSH will retain corporate responsibility of Staff Drive and North Drive. Only personnel with Staff Drive placards are authorized to park on Staff Drive. AFSC/DSH will work closely with assigned Organizational Parking Monitors to keep an accurate record of all individuals assigned to those parking spaces. **It is required that Organizational Parking Monitors provide any updates/changes of their allotted spaces to AFSC/DSH as they occur. All offenders will be ticketed.**

**2.2. Organizational Parking Monitor POC Responsibilities.** Organizational Parking Monitor POCs will assign their allotted spaces to their respective employees. Parking Monitors will keep AFSC/DSH apprised of these assignments for record keeping purposes. All Organizational Parking Monitors have been assigned allotted reserved parking spaces on Staff Drive and North Staff Drive parking and will be required to sign a hand receipt, AF Form 1297, Temporary Issue Receipt, for their parking placards to be issued to their respective employees. Parking Monitors are required to obtain a signature and provide AFSC/DSH Workflow a copy of hand receipts for each placard assigned within their allotted spaces. The owner of a Staff Drive Parking spot may allow others to park there but must provide the driver with the parking placard for that spot. The hand receipt will include the following statement:

2.2.1. "I acknowledge receipt of (i.e., Staff Drive) parking placard # \_\_\_\_\_. This parking space and placard will be used in accordance with AFSCI 31-101 and will be returned to AFSC/DSH or my respective organizational Parking Monitor POC upon change of office, retirement, or any other event which results in departure from my current position."

**2.3. Placard Holder Responsibilities.** Placard holders will park in their assigned space and properly display their placard.

2.3.1. Each person with a parking placard is personally responsible for that placard and the assigned space. Placards must be displayed at all times when the vehicle is on Staff Drive and North Drive. Vehicles without authorized placards will be ticketed. Authorized placard examples are shown in [Attachment 2](#). Any placard issued before August 2023 is no longer valid and will be ticketed if displayed. Staff Drive placards are only valid for the assigned matching space number on Staff Drive and are not valid in other type of parking space. A handicap placard is not a valid placard to be used on Staff Drive, North Drive, and Temporary "X" Parking.

**2.4. Qualifying Positions.** Staff Drive Parking Placards will be issued to organizations for use by military and civil service personnel. The following designated NH-04 or O-6 equivalent positions, listed in hierarchical order, qualify when the position is located at Building 3001. Anything outside this criteria, must be approved by the Commander/Director/Senior Site Lead of that organization and routed through AFSC/DSH for record keeping.

- 2.4.1. Wing and Directorate; Commanders/Directors (or equivalent)
- 2.4.2. Deputy Director or Deputy Wing Commanders (or equivalent)
- 2.4.3. Staff Two Letter Commanders/Directors (or equivalent)
- 2.4.4. Staff Two Letter Deputy Commanders/Directors (or equivalent)
- 2.4.5. Staff Two Letter Division or Group Commanders/Directors/Chiefs (or equivalent)
- 2.4.6. Squadron or Branch Commanders/Directors/Chiefs (or equivalent)

## Chapter 3

### DISTINGUISHED VISITOR (DV) PARKING

**3.1. DV Parking.** DV Parking is located to the East of Building 3001 in the second row, south of the flagpole.

**3.2. Requestor Responsibilities.** To accommodate as many of AFSC's distinguished visitors as possible, criteria has been established with an order of precedence as outlined below. If the criteria below is applicable, save form (DV Parking Request located in AFSC 3001 Parking Request Workbook on the AFSC/DSH SharePoint, AFSC Bldg 3001 Parking Workbook) to your desktop, complete the questions, and email the form to [afsc.dsh.workflow@us.af.mil](mailto:afsc.dsh.workflow@us.af.mil) at least three days prior to the visit. The criteria is as follows:

3.2.1. Guest of AFSC Command Section.

3.2.2. Guest of Wing Commander/Senior Executive Service (SES).

3.2.3. Visiting SES or General Officer.

3.2.4. If there is a DV who does not meet the above criteria, but the requesting organization believes special circumstances exist, complete the form and explain the requirement in detail. Special circumstances will be evaluated on a case-by-case basis. Also, if the DV does not meet the above criteria for DV Parking, a request for parking cones can be submitted by completing the Command Section Parking Cones form (Parking Cone Request) located in AFSC 3001 Parking Request Workbook on the AFSC/DSH SharePoint. Only DVs approved by AFSC/DSH can legally park in the DV Parking area. All other personnel must be authorized by the AFSC/DSH Parking manager. For periods when the DV parking is not reserved for AFSC DV Visitors, AFSC/DS Staff members may utilize these spots. This accommodation cannot be extended to other organizations due to the need to accommodate daily emerging needs. **Organizations are not authorized to reserve parking spots without prior coordination with the AFSC/DSH Parking Manager.**

**3.3. AFSC/DSH Responsibilities.** AFSC/DSH will print approved DV Parking signs and position in placeholders in the DV Parking spaces.

## Chapter 4

### TEMPORARY “X” PARKING

**4.1. Temporary “X” Parking.** Temporary “X” Parking is located to the East of Building 3001. These spaces are labeled “X reserved.” The Temporary “X” parking placards are issued to organizations located outside of Building 3001 that have frequent meetings in Building 3001. **Temporary “X” Parking is not intended for all-day use.** Parking monitors will survey this area for compliance. Only vehicles with an approved Temporary “X” Parking placard can legally park in the Temporary “X” Parking area. Authorized placard examples are shown in [Attachment 2](#). Expired X-Parking passes will be subject to parking violations.

**4.2. Qualifying Positions.** Temporary “X” Parking will be issued to organizations for use by military and civil service personnel. The following designated positions, listed in hierarchical order, qualify when the position is based outside of Building 3001. Anything outside this criteria must be approved by the Commander/Director of that organization.

- 4.2.1. Wing and Directorate; Commanders/Directors (or equivalent)
- 4.2.2. Deputy Director or Deputy Wing Commanders (or equivalent)
- 4.2.3. Group & Two Letter Commanders/Directors (or equivalent)
- 4.2.4. Deputy Group Commanders/Directors (or equivalent)
- 4.2.5. Deputy Wing 2-Letter Office Chiefs (or equivalent)
- 4.2.6. Squadron Commanders/Directors (or equivalent)

**4.3. AFSC/DSH Responsibilities.** AFSC/DSH will issue placards to qualified organizations approved for a Temporary “X” Parking space on a hand receipt (AF Form 1297). AFSC/DSH will keep an updated record of all Temporary “X” Parking placards issued to organizations and/or individuals.

- 4.3.1. Temporary “X” Parking will be issued/approved for a period of one year.
- 4.3.2. AFSC/DSH will label the Temporary “X” Parking placard with the date of expiration on both sides of the placard and track expiration.
  - 4.3.2.1. Vehicles will be ticketed if the placard has expired. It is the responsibility of the placard owner to get it renewed.
- 4.3.3. Organizations will be limited on the number of “X” Parking placards that can be issued to them.

**4.4. POC Responsibilities.** Qualified POCs are responsible for the assigned placard and for reporting any changes to AFSC/DSH for record keeping purposes. If the qualified POC changes, AFSC/DSH must be notified immediately. The placard must be returned to AFSC/DSH once the placard expires or becomes invalid.

**4.5. Placard Holder Responsibilities.** Placard holders will ensure that utilization of the assigned placard follows the guidance provided in this Instruction.

**4.6. Placard Revocation.** “X” Parking Placards can be revoked at any time if it is being abused (e.g., such as parking all day on a regular basis).

## Chapter 5

### PARKING CONES

**5.1. Parking Cones.** Parking cones can be placed by organizations to reserve spots in the Building 3001 parking lot. These cones can be used to reserve spots for temporary visitors attending events occurring in Building 3001. Organizational Parking Cones will be clearly marked identifying who the owner of the cone is (e.g., DS-1, DLA-1, etc.).

**5.2. Organization Responsibilities.** Parking cones can be placed by individual organizations or requested from the building 3001 AFSC/DSH Parking Program Manager. Organizations can submit their requests through the AFSC/DSH Workflow at least two business days prior to their event using the request form in the building 3001 Parking Workbook, located on the AFSC/DSH Share Point, AFSC Bldg. 3001 Parking Workbook). Any organization wanting to place more than 10 cones must coordinate with 72 ABW/CE. Parking cones requested from the Building 3001 Parking Manager are only for use at Building 3001 and not to be taken to other areas. The organization will clearly mark the cones with a placard attached stating the function or event, the reserving organization, the date(s) of the event, and a point of contact. Organizations are responsible for replacing any cone that is not returned.

**5.3. AFSC/DSH Responsibilities.** AFSC/DSH Parking Manager will review/approve the Parking Cone Request. An AF1297 will be used to issue the cones to the requestor. Parking cones will be returned with all placards removed and clean of any debris.

## Chapter 6

### OTHER PARKING

**6.1. Handicapped Parking.** Handicapped Parking is managed by 72 ABW/CE. The Building 3001 Parking Manager does not have the authority to assign parking spots on Staff Drive or in the marked Handicapped Parking areas to a specific individual. Handicapped Parking areas will be monitored by Building 3001 Parking Wardens to ensure that only vehicles with proper handicap placards/license plates are parking there.

**6.2. Motorcycle Parking.** Specific areas have been designated as parking solely for motorcycles. Motorcycle riders should make every attempt to park in those areas before taking a spot in general parking. Any vehicle not designated as a motorcycle can be ticketed if parking in this designated area.

**6.3. Loading Zones.** Loading zones are for official use only and are not to be used by POVs for parking and/or unloading of personnel. Loading Zones will be clearly marked with signs on the fence and paint marking the loading zone. POVs parked in loading zones will be ticketed.

**6.4. Maternity Parking.** Maternity Parking spots are labeled and available next to "X" Parking; however, these spots are managed by 72ABW/CE, not by AFSC/DSH. These spots do not require a special parking pass.

## Chapter 7

### RECORDS

**7.1. Records.** Signed hand receipts, AF Form 1297, for assigned Temporary “X” Parking passes will be maintained by AFSC/DSH.

**7.2. Organization Responsibilities.** When an individual changes jobs/positions, AFSC/DSH must be notified and the parking placard assigned shall be returned to AFSC/DSH or to the respective Organizational Parking Monitors.

## Chapter 8

### PARKING WARDENS

**8.1. Parking Wardens.** Parking Wardens are assigned to Building 3001 and are authorized to write a ticket in all parking lots surrounding Building 3001 as well as Staff Drive. Each organization allotted parking spots on Staff Drive shall participate in the Parking Warden Program and notify the AFSC/DSH Workflow ([afsc.dsh.workflow@us.af.mil](mailto:afsc.dsh.workflow@us.af.mil)) when an individual has been appointed. If there are any questions for Security Forces, a POC can be reached at 405-739-5934.

8.1.1. **Tickets.** Parking Wardens must turn in tickets they write to the 72 SFS within 72 business hours.

**8.2. AFSC/DSH Responsibilities.** AFSC/DSH will contact the assigned organizational Parking Monitor POC when a parking violation is reported. AFSC/DSH will keep an updated record of all Parking Warden POCs assigned to Building 3001 and provide Organizational Parking Monitor POCs a current Parking Warden List.

**8.3. Parking Monitor Areas of Responsibility.** Each Organizational Parking Monitor will be responsible for monitoring and providing parking warden support for their organization's assigned parking spots. If the parking monitor is not available to write tickets, please contact 72SFS.

STACEY T. HAWKINS  
Lieutenant General, USAF  
Commander

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

AFPD 31-1, *Integrated Defense*, 21 Jun 2018

TAFBI 31-218, *Air Force Motor Vehicle Traffic Supervision*, 24 September 2024

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DoD Instruction O-2000.16, Volume 2, *DoD Antiterrorism (AT) Program Implementation*, 14 November 2022

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1297, *Temporary Issue Receipt*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Sustainment Center

**ANG**—Air National Guard

**DSH**—Director of Staff Operations and Support

**DV**—Distinguished Visitor

**FPCON**—Force Protection Condition

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SES**—Senior Executive Service

**SFS**—Security Forces Squadron

Attachment 2

VALID PARKING PLACARD EXAMPLES

Figure A2.1. Valid Parking Placard Examples.

