

**BY ORDER OF THE COMMANDER
502D AIR BASE WING**

**JOINT BASE PUBLICATION SAN
ANTONIO INSTRUCTION 31-002**



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Security

INSTALLATION PARKING

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This instruction implements AFI 31-218(I)_AR 190-5_OPNAV 11200.5D_MCO 5110.1D_DLAR 5720.1, *Motor Vehicle Traffic Supervision*. This instruction establishes responsibilities and procedures for motor vehicle traffic supervision on Joint Base San Antonio (JBSA) in accordance with AFI 32-1015, *Integrated Installation Planning*. It provides guidance and procedures on the management and use of parking spaces for privately owned vehicles (POVs) and government owned vehicles (GOVs), and establishes procedures for assignment of reserved parking spaces. It applies to individuals at all levels who operate motor vehicles on Joint Base San Antonio (JBSA). JBSA includes JBSA-Fort Sam Houston, JBSA-Lackland, JBSA-Randolph, subordinate geographically separated locations, and Department of Defense (DOD) occupied buildings on Port of San Antonio. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

1. Overview. This publication establishes guidance and procedures for parking management and enforcement throughout Joint Base San Antonio (JBSA). JBSA units at all levels must ensure parking management conforms to the requirements in this publication as well as those being implemented.

2. Roles and Responsibilities.

2.1. 502 Air Base Wing Commander (502 ABW/CC) .

2.1.1. The 502 ABW/CC, or designated representative, is the authority for parking on JBSA. Establishment of reserved parking or otherwise allowed parking areas without the approval of this authority is prohibited.

2.2. 502 Civil Engineer Group (CEG).

2.2.1. The 502 CEG is responsible for creating, maintaining, and implementing the JBSA reserved parking instruction and process. The Civil Engineer Squadrons (CES) are responsible for all designation markings (striping, signs, etc.), maintaining parking lot diagrams and accountability of all JBSA reserved parking. 502 CEG is the only organization authorized to fabricate or install reserved parking signs and to remove or arrange for removal of unauthorized reserved parking space designations.

2.2.2. The 502 CEG Traffic Engineer function (502 CES/CEOER) is responsible for validating requirements and coordinating reserved parking requests with Security Forces, Safety, all Civil Engineer functions and other Mission Partners as required.

2.3. 502 Security Forces Group (SFG).

2.3.1. The 502 SFG Defense Force Commanders with the assistance of parking wardens are responsible for enforcing all parking regulations and policies at JBSA.

2.4. Facility Managers.

2.4.2. Facility Managers serve as the point of contact for coordinating all reserved parking requests for parking lots servicing their facility. For parking lots servicing more than one facility, requests for reserved parking will be coordinated with all appropriate facility managers.

2.4.2. Facility Managers are responsible for requesting reserved parking and will coordinate with organizational leadership to ensure requests are made in accordance with this instruction. Facility Managers are the only individuals authorized to request reserved parking on JBSA.

2.4.3. 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 3.9](#), Temporary Reserved Parking).

2.4.4. Facility Managers are not authorized to assign temporary or reserved parking in anticipation of service request approval for the spaces (except for temporary handicap parking as stated in paragraphs [3.6.3.3](#) and [3.6.5](#)). Reserved parking spaces are not authorized until approval has been received.

2.4.5. Facility managers will coordinate with the traffic engineer on the location of all individual reserved parking spaces.

3. Reserved Parking.

3.1. Reserved Parking Overview.

3.1.1. The goal of the JBSA Reserved Parking instruction is to ensure the most efficient use of available parking at all the locations. JBSA provides parking facilities across all locations primarily on a first-come, first-served basis, with the limited exception of authorized reserved parking. Open parking facilities ensure that parking spaces are not unnecessarily encumbered for a single individual or organization and that adequate parking is available for everyone within reasonable walking distance. Additional goals of the JBSA Reserved Parking instruction is to support mission accomplishment, comply with applicable laws, and preserve certain privileges afforded to senior personnel in keeping with military tradition. Authorized reserved parking spaces are reserved 24 hours a day, with the exception of visitor reserved and temporary reserved parking (see [paragraph 3.4](#)) or special purpose parking with posted time limits.

3.1.2. There are nine types of reserved parking spaces that may be considered for authorization on JBSA: command team, commander reserved, visitor reserve, government vehicle, handicap parking, motorcycle parking, permit parking, temporary reserved parking, and special purpose parking.

3.2. Command Team Reserved Parking.

3.2.1. The Command Team consists of the Commander, Deputy Commander, Command Chief/ Group Superintendent/Squadron Chief and First Sergeant (and/or other civilian equivalents) [Table 3.1](#) provides the list of positions of which a reserve parking space may be requested.

Table 3.1. Command Team Reserve Parking.

AIR FORCE	ARMY	NAVY	MARINES
WING	DIVISION	WING	DIVISION
Commander	Commander	Commander	Commander
Vice Commander	Deputy Commander	Deputy Commander	Deputy Commander
Command Chief	Command Sergeant Major	Command Chief PO	Command Sergeant Major
GROUP	BRIGADE	GROUP	REGIMENT
Commander	Commander	Commander	Commander
Deputy Commander	Deputy Commander	Deputy Commander	Deputy Commander
Group Superintendent	Brigade Sergeant Major	Group Master Chief PO	Regiment Sergeant Major
SQUADRON	BATTALION	SQUADRON	BATTALION
Commander	Commander	Commander	Commander
Deputy Commander	Deputy Commander	Deputy Commander	Deputy Commander
Squadron Chief	Battalion Sergeant Major	Master Chief PO	Battalion Sergeant Major
First Sergeant	Sergeant Major	Senior Chief PO	Master Gunnery Sergeant

3.2.2. Branch/section/element chiefs, staff officers, and executive officers are not authorized reserved parking spaces unless permitted by other provisions in this instruction or by special permission from the 502 ABW/CC, or designated representative.

3.2.3. Reserved parking is also authorized for Headquarters, MAJCOM, Numbered Air Force, Center, etc. (or other service equivalent) military or civilian individuals who hold the position of commander or who possess a duty symbol consisting of no more than two letters. Wing and Center level and above organizational commanders may request reserved parking for key members of their immediate staff to include O-6/GS-15 and E-9 and above J-level directors.

3.2.4. Each reserved parking space will be marked by organizational symbol or by an assigned number. Designation by name, grade, rank or title should be avoided in accordance with UFC 3-120-01. Each Command Team parking will only be located at their location at which they command unless otherwise allocated additional leadership parking at other locations per command level.

3.3. Commander Reserved Parking.

3.3.1. Reserved parking spaces in addition to those authorized in [paragraph 3.2](#) are permitted at specified locations for commanders and their senior enlisted advisors. This includes active duty, reserve and retired General Officer (GO), Senior Executive Service and other General/Flag Officer equivalent civilian personnel, O-6, GS-15 or equivalent level Department of Defense (DoD) personnel and E-9 service members and their spouses. These spaces are not assigned to a particular person or position and are utilized on a first-come, first-served basis. The number of spaces authorized will be considered on a case-by-case basis.

3.3.1.1. Facilities with permanent reserved parking for these personnel are the officers club, enlisted club, golf course, fitness center, commissary, and exchange. See [Table 3.2](#) for the listing of facilities.

Table 3.2. Facilities with Designated Permanent Reserved Parking Spaces.

Facility	GO	Colonel	CMS or CSM	First Sergeant	Maternity Patient	Purple Heart	Gold Star
All Ranks Club	4	4	4	1	0	1	1
Golf Course	2	2	2	1	0	1	1
Fitness Center	2	2	2	1	0	1	1
Commissary	2	2	2	1	2	2	2
Exchange	2	2	2	1	2	2	2

3.3.1.2. Parking for official visits by these offices to other organizations throughout JBSA will be treated as temporary reserved parking for a Distinguished Visitor (DV) (refer to [paragraph 3.9.4](#) for details).

3.4. Visitor Reserved Parking.

3.4.1. Each organization with a customer service function (e.g. 502 CES Customer Service, Post Office, Civilian Personnel) may be assigned visitor reserved parking spaces that are marked “VISITOR” or, in special cases, with a time limit “30 MIN VISITOR” or other marking. 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.

3.4.2. Employees whose workplace is in a specific facility will not park in designated visitor parking for that facility or nearby facilities unless they are actually visiting. Visitor parking for public service facilities should be located as close to the facility entrance/exit as possible, but does not take priority over handicap parking.

3.4.3. The Facility Manager at each facility with a customer service function will be responsible for requesting visitor reserved parking, following the process outlined in [paragraph 4.1](#).

3.5. Government Vehicle Reserved Parking.

3.5.1. Government long term vehicle parking shall be equal to the number of general purpose vehicles assigned to a facility and consolidated in one area of the parking lot. This parking should not be located in front rows or other areas that encumber higher priority parking spaces. All government vehicle spaces in this area will be marked as GOV regardless of the vehicle type (e.g. golf cart, electric truck, etc.). Emergency response medical, fire department, security forces, and explosives ordinance disposal units are exempt from this restriction on the location of their reserved spaces.

3.5.2. Each organization may be assigned GOV short term reserved parking marked by organizational symbol (e.g. 502 ABW, 12 FTW, 470th MI, 56th Sig Bn, etc.) for general purpose vehicles used during duty hours in direct support of the mission. These are GOVs used for short-term visits, couriers, cargo delivery, etc. The number of spaces authorized

will be considered on a case-by-case basis. Spaces marked for a specific GOV used by a commander may be marked by the office symbol.

3.6. Handicap Reserved Parking.

3.6.1. Handicap parking will typically be unassigned. Local and state-issued handicap, disabled veteran, decals placards, signs, license plates will be honored on JB SA. NOTE: IAW TRC Chapter 504.201 *Persons With Disabilities*, Disabled Veterans are NOT authorized to park in designated Handicapped Parking areas without a handicapped symbol embossed on the license plate or by hanging a handicapped placard from the rearview mirror. To obtain these requirements, disabled veterans must contact the DMV. However, handicap parking shall be provided based upon identified need to ensure that adequate handicap parking is available. Handicap parking shall be provided to accommodate employee needs as documented by a stated handicap placard or handicap license plate. Individuals must apply through the state Department of Motor Vehicles to obtain a valid placard and/or license plate. A physician's letter alone will not be accepted for a handicap parking space. The 502 CEG will ensure installation parking lots meet federal handicap parking requirements in accordance with the Americans with Disabilities Act (ADA) Standards and Accessibility Guidelines.

3.6.2. Persons parking in any area designated as handicapped parking without a valid handicap placard/license plate will be ticketed. Vehicles bearing registration to handicapped individuals are authorized a reserved parking space only when the vehicle is operated or occupied by the handicapped person.

3.6.3. Two types of handicap parking spaces are available based on accommodation required for Standard Needs and Van Accessible:

3.6.3.1. **Standard Needs.** 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 (5' or 8' aisle) will be provided in those situations.

3.6.3.2. **Van Accessible** . This accommodation will be provided to employees who require access clearance to enter or exit their vehicle, in accordance with guidelines provided under the American's with Disabilities Act (ADA) and Architectural Barriers Act (ABA). Handicap spaces can be designated as "Van Accessible Only" to prevent other class vehicles from parking in designated area.

3.6.3.3. Should existing handicap parking be inadequate and based upon receipt of a copy of an employee's valid state issued handicap permit or handicap placard indicating the temporary need, temporary handicap parking may be issued for up to 30 days. If the need extends beyond 30 days, the facility manager should forward the request to CES Customer Service for a permanently reserved space. Temporary handicap parking may be indicated with a temporary parking stanchion.

3.6.4. 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, one will be provided. Assigned handicap parking signage will start with the letter "H" followed by a number.

3.6.4.1. Employees needing an assigned handicap parking space shall meet the Texas Department of Motor Vehicles mobility impairment criteria as described in [Attachment 1](#). Facility Managers will forward a copy of the documentation along with a written explanation why the designation is required with the service request in accordance with [paragraph 4.1](#).

3.6.4.2. Employees that are provided assigned parking at their primary work location due to handicap or medical reasons are not permitted to park in assigned parking spaces at other locations. These employees may use open handicap spaces at other than their primary work locations provided that a handicap permit is properly displayed.

3.6.5. For those personnel who have suffered an injury or have undergone surgery which makes walking difficult, temporary handicap parking may be issued by the facility manager. Parking authorization must be obtained by a memorandum from the unit commander and the memorandum must be placed on the dashboard of the vehicle. Temporary handicap parking may be issued for up to 30 days. If the need extends beyond 30 days, the facility manager should forward the request to CES Customer Service for a permanently reserved space. Temporary handicap parking may be indicated with a temporary parking stanchion.

3.7. Motorcycle Parking.

3.7.1. Motorcycles are authorized to park in standard vehicle spaces if motorcycle-only spaces are full or not available; however operators should make every effort to park in designated/marked motorcycle parking when available.

3.8. Permit Parking.

3.8.1. Permit parking is typically not used on JBSA, however it can be authorized on a case-by-case basis. If a commander wants to reserve parking for personnel in their organization, they must submit a request in accordance with [paragraph 4.1](#) of this instruction. The request should address how restricted parking will be enforced and the organization must establish a parking warden program complying with [paragraph 5.2](#) of this instruction.

3.9. Temporary Reserved Parking.

3.9.1. 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 an approved reserved parking stanchion.

3.9.2. Temporary reserved parking may only be issued for a maximum of two weeks except for temporary handicap parking as described in paragraphs [3.6.3.3](#) and [3.6.5](#). All reserved signs will display the start and end date in the upper right hand corner of the name placard.

3.9.3. **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.

3.9.4. Distinguished Visitor (DV) parking is managed by the Facility Manager using approved parking stanchions.

3.9.5. Each Facility Manager may assign temporary GOV reserved parking marked for general purpose vehicles used during duty hours in direct support of the mission. These are GOVs used for short-term visits, maintenance, couriers, cargo delivery, etc.

3.9.6. 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 safety office, SFS and 502 CES traffic engineer respectively.

3.10. Special Purpose Reserved Parking.

3.10.1. **Special Reserve Parking.** There is no special reserved parking for award winners on JBSA. Organizations who wish to recognize award winners may use one of the designated command team reserved parking spaces.

3.10.2. **Special Function Parking .** Squadron Commanders may authorize parking in normally unauthorized areas in support of special functions (e.g. open house). Requests for special function parking must be submitted by the requesting Unit Commander and be coordinated through the Force Support Squadron (FSS) Commander and servicing SFS for approval. If approved, the requesting organization must coordinate with the Facility Manager to set up and break down any signage or other markings necessary for the special function parking. Handicapped parking spaces will not be blocked or closed; they will remain open to the general public. Reserving or blocking handicapped parking spaces for any event is not authorized.

3.10.3. **Airfield Parking .** Vehicle parking on the airfield is in accordance with JBSA Supplement to AFI 13-213, *Airfield Driving*. For questions at JBSA-Randolph, contact 12 OSS/OSAA. For questions at Kelly Field, contact 502 OSS/OSAM.

3.10.4. **Maternity Parking .** Reserved parking spaces for obstetric patients are located in Exchange and Commissary parking lots and at certain medical facilities. The spaces are marked by a sign stating “Maternity Parking.” Obstetrics patients obtain a maternity parking permit to display on their dashboard from the 59th Medical Wing OB/GYN Clinic.

3.10.5. **Purple Heart Recipient and Gold Star Family Reserved Parking .** These spaces are provided at certain public facilities on a case-by-case basis and will be marked with appropriate signage. Facility Managers are responsible for requesting these spaces, following the process outlined in [paragraph 4.1](#).

3.10.6. **Car Pool Reserved Parking .** These spaces are provided at certain facilities on a case-by-case basis and will be marked with appropriate signage. Facility Managers are responsible for requesting these spaces, following the process outlined in [paragraph 4.1](#).

3. 11. For Sale Lot (Lemon Lot) .

3.11. 1 POVs displaying “For Sale” signs will only be parked for display purposes in the Auto Resale Lot. Permits will be issued by the Outdoor Recreation Center. The person may display a “FOR SALE” sign on the vehicle while parked at their duty section during their duty hours, on-base residence, or at other base facilities as long as they are conducting business at that facility; (e.g., shopping at the Commissary or Base Exchange). However, a person leaving a motor vehicle at an on-base parking area for the purpose of advertising the vehicle “FOR SALE”, will be ticketed.

3.12. Housing Area Parking .

3.12.1. Housing occupants should park in their driveway or designated parking areas. Residents' visitors may park on the street in housing areas except where specifically prohibited. Vehicles will not be parked in any manner that obstructs driveways, garages or hinders safe and efficient movement of traffic. Vehicles parked on roadways will also follow the respective flow of traffic.

3.12.2. On-street parallel parking is permitted in accordance with assimilated Texas Vehicle Codes and this instruction.

3.13. Vehicle Maintenance and Repair.

3.13.1. POVs may be taken to the base auto hobby shop, AAFES service station or off base for major repairs. Minor repairs such as tire changes or rotation, light bulb replacement, etc. may be done in public areas.

3.14. Recreational Vehicle (RV) Parking.

3.14.1. All recreational type vehicles are to be stored in the base RV storage lots. Except as permitted in [paragraph 3.14.2](#) RV parking on the street, in alleys, or off- road areas is not permitted without the express written permission from SFS. The only authorized parking of RVs at a residence without a waiver is in the garage.

3.14.2. Trailers, boats or recreational vehicles may park in military housing driveways if applicable for 24 hours, for the purpose of loading and unloading only. Vehicles used for this purpose may be taken out of the storage lot and parked in the housing area 1 day prior to departure and 1 day after return. Waivers for this type of parking are not required but all residents are asked to comply fully with the intent of this instruction to the greatest extent to help improve the safety and appearance of our housing areas as noted above.

3.14.3. Visitors of base housing residents who arrive with RVs are required to use the Family Camp or may apply for a temporary space in the storage lot. Contact Outdoor Recreation for specific details.

3.14.4. Citations will be issued to all RVs observed parked on the street in violation of this instruction.

4. Reserved Parking Requests.

4.1. Procedures for Requesting Reserved Parking.

4.1.1. All reserved parking on JBSA must be approved via the following procedure.

4.1.2. Each organization requesting reserved parking must submit a memorandum to the respective facility manager. The memorandum must list the type of reserved parking space requested and a justification for the requirement, the organization requesting reserved parking, the name, grade and/or job title of the individual for whom each space is being reserved, a diagram of the parking area where the reserved space is requested, a summary of reserved parking spaces the organization has previously approved by category and to whom they are assigned. Refer to [Attachment 2](#) for the Reserved Parking Request Memorandum Template and [Attachment 3](#) for the Reserved Parking Request Flow Chart.

4.1.3. The facility manager submits a request to Customer Service. Included with the request will be all required information listed in this instruction.

4.1.4. Customer Service refers the request to the traffic engineer who validates the requirement with each respective facility manager and coordinates with all Civil Engineering functions, Security Forces, Fire and Safety and Mission Partners as required.

4.1.5. The traffic engineer presents recommendation to the CEG or ABW designee for approval. The traffic engineer records the final decision by facility and organization and notifies the facility manager of the decision.

4.1.6. If approved, the request is routed to Civil Engineer Operations Heavy Structures/Sign Shop (CEOHS) for planning, scheduling and completion.

4.1.7. Upon approval, 502 CES will install the appropriate signage. 502 CES is the only organization authorized to install, remove or fabricate reserved parking signs.

4.1.8. **Collective Bargaining** . This instruction recognizes existing collective bargaining agreements that provide reserved parking to the bargaining unit. Parking designated for collective bargaining organizations may be located in any parking space near or next to Government Vehicles. Prior to making changes to parking, 502 CES will notify Force Support Squadron (Labor Relations Officer) to ensure local bargaining obligations are satisfied.

5. Instruction Enforcement.

5.1. Parking and Parking Lot Rules .

5.1.1. Parking violation penalties are stated in AFI 31-218, *Air Force Motor Vehicle Traffic Supervision*.

5.1.2. All vehicles must park within a designated marked parking space unless exempted by this instruction. Parking vehicles on grass, unmarked areas of concrete or asphalt (except in housing areas), or areas marked as no parking by striping or by other means is strictly forbidden unless by exception granted by the Installation Commander or designated representative. Vehicles may not occupy more than one designated parking space.

5.1.3. The 502 CES paint shop is the only organization authorized to paint the parking lot areas on JBSA. Use only signs manufactured by 502 CES or approved contractor to designate parking spots. Individuals caught painting a parking lot or installing unauthorized unofficial signage will be subject to disciplinary action.

5.1.4. Use of Privately Owned Vehicles (POVs) for official business does not entitle user to disregard parking restrictions imposed on POVs by this instruction.

5.2. Parking Warden Program.

5.2.1. JBSA will utilize a Parking Warden program to assist with controlling facility parking on the installation. The JBSA parking warden program will be overseen by each security forces squadron for the locations they service throughout JBSA. Facility managers appointed by their unit commanders or equivalent at each location are directed to manage their facility parking and comply with local guidance. Unit participation in the parking warden program is voluntary, but required for a unit to employ permit parking. Compliance with the program requirements by participating commanders, parking wardens

and vehicle operators is mandatory. Each JBSA unit commander participating in the program will appoint one primary and one alternate parking warden, E- 5 (or civilian equivalent) or above, for the position. Once the appointment letter is completed, a copy will be forwarded to the respective SFS Office of Primary responsibility (OPR). The servicing SFS unit OPR will process completed parking warden tickets through the Air Force Justice Information System (AFJIS).

5.2.2. Appointed Parking wardens must conduct initial/annual refresher training from servicing Security Forces /Reports & Analysis section before issuing DD Form 1408, *Armed Forces Traffic Ticket*. Upon DD Form 1408 issuance, all citations will be turned over to the 902d SFS/Reports & Analysis section by the end of the same duty day of issuance for timely processing within AFJIS. Annual training will be conducted to ensure proficiency and any changes to issuance policy or procedures will be updated within this training.

5.3. Vehicle Storage.

5.3.1. Assigned personnel leaving for temporary duty (TDY) who will be leaving their POV parked on JB.SA, either within the Dormitory Parking Lots for dormitory residents or in approved parking spaces designated at their assigned unit, must be granted TDY parking approval. First Sergeants will ensure vehicles are insured and registered for the duration of the TDY. Upon verification of vehicle insurance/registration, First Sergeants will also ensure they annotate information and notify the appropriate Base Defense Operation Center (BDOC).

5.3.2. Parking POVs for extended periods in base parking lots without TDY approval is not authorized. An extended period of time is defined as three calendar days. Violations may result in the vehicle being towed/removed from the installation.

CAROLINE M. MILLER, Brigadier General,
USAF
502 ABW Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-1, *Integrated Defense*, 21 June 2018
 AFI 31-218, *Air Force Motor Vehicle Traffic Supervision*, 22 May 2006
 AFI 31-115, *Law & Order Operations*, 17 August 2020
 AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021
Manual on Uniform Control Devices for Streets and Highways, 2009
Edition Unified Facilities Criteria (UFC) 3-120-01, 6 February 2003
Unified Facilities Criteria (UFC) 3-120-01, 1 March 2014, Ch. 2, 7 October 2014

Prescribed Forms

None

Adopted Forms

DD Form 1408, *Armed Forces Traffic Ticket*

Abbreviations and Acronyms

502 CEG—502d Civil Engineer Group
502 CEG/CL—502d Civil Engineer Civilian Director
502 CES/CEOE—502d Civil Engineer Squadron Base Traffic Engineer
502 ABW/CC—502d Air Base Wing Commander
502 ABW/XP3—502d Air Base Wing Plans
502 ISG/CC—502d Installation Support Group Commander
502 FSS/FSCO—502d Force Support Squadron
502 SFS/S5S—502d Security Forces Squadron Installation Security Section
AAFES—Army Air Force Exchange Serve
ABA—Architectural Barriers Act
ABAAS—Architectural Barriers Act Accessibility Standard for DoD Facilities
ABW—Air Base Wing
AC—Administrative Change
ADA—Americans with Disabilities Act
AFDPO—Air Force Department Publishing Office
AFH—Air Force Handbook

AFI—Air Force Instruction
AFJIS—Justice Information System
AFM—Air Force Manual
AFPD—Air Force Instruction Directive
ARNORTH—Army North
BCE—Base Civil Engineer
BDOC—Base Defense Operation Center
CC—Commander
CEG—Civil Engineer Group
CEOHS—Civil Engineer Operations Heavy Structures/Sign Shop
CES—Civil Engineer Squadron
CSF—Chief, Security Forces
DOD—Department of Defense
EA—Executive Agent
FHWA—Federal Highway Administration
FSS—Force Support Squadron
DV—Distinguished Visitor
GO—General Officer
GOV—Government-Owned Vehicle
JBSA—Joint Base San Antonio
MAJCOM—Major Command
MUTCD—Manual on Uniform Traffic Control Devices
OB/GYN—Obstetrics & Gynecology
OPR—Office of Primary Responsibility
POV—Privately-Owned Vehicle
RDS—Records Disposition Schedule
RV—Recreational Vehicle
SES—Senior Executive Service
SFS—Security Forces Squadron
UFC—Uniform Federal Code

Terms

Distinguished Visitor (DV)—Persons reported by the visiting organization to the JBSA Protocol Office. This may be a General Officer, SES, O-6, GS-15 level employee or non- DOD equivalent or above who holds a position of high authority (e.g. ARNORTH Commander, Wing Commander, Mayor, Corporate Executives) or who may be of interest to the Installation's senior leaders (e.g. inspection team, command staff assistance team).

GOV—Official government vehicle is defined as a vehicle owned or leased by the US Government for the purpose of conducting official business. This includes vehicles procured by the Army and Air Force Exchange Service (AAFES).

Loading Zone—A loading zone is an approved space for the purpose of loading or unloading equipment, materials, etc., for a period not to exceed 15 minutes or as marked. Loading zones will be designated with the words "Loading Zone." These spaces will be observed on a 24-hour basis unless effective hours are posted.

Mobility Impairment—As defined by Department of Motor Vehicles, mobility impairment or mobility problem that substantially impairs a person's ability to ambulate means that the person has the following conditions: (1) Conditions requiring the use or assistance of a brace, cane, crutch, prosthetic device, wheelchair, or powered mobility aid; (2) Arthritis, neurological, or orthopedic conditions that severely limit one's ability to walk; (3) Respiratory diseases and other conditions which may require the use of portable oxygen; (4) Cardiac conditions that impose significant functional limitations; (5) A disorder of the foot that, in the opinion of a person licensed to practice podiatry in this state or a state adjacent to this state, limits or impairs the person's ability to walk.

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

Permit Parking—Any parking area reserved for an organization or group.

Recreation Vehicles—Recreational vehicles are defined as utility trailers, detached camper shells, boats, jet skis, trailers, motor homes, overnight campers/travel trailers, and most large recreational items not used for daily transportation or for daily recreation in the yard.

Visitor—A visitor is anyone not assigned or attached to the organization they are visiting, rather they go to a place for the purpose of inspection, business, duty or travel.

Attachment 2

RESERVED PARKING REQUEST MEMORANDUM

Figure A2.1. Reserved Parking Request Memorandum Template.

(Use Unit Letterhead)

MEMORANDUM FOR FACILITY MANAGER

FROM: ORGANIZATION REQUESTING RESERVED PARKING SPACES
Address of the Organization, and/or Bldg. #
JBSA-Location, TX 7XXXX-XXXX

SUBJECT: Reserved Parking Request (One paragraph for each type only as required)

1. Command Team: (Number of spaces requested, number currently reserved)
 - a. (Name, grade and/or job title requested)
 - b. (Name, grade and/or job title requested)
2. Commander Reserved: (Number of spaces requested, number currently reserved)
 - a. (Title or rank and number of spaces requiring each sign)
 - b. (Title or rank and number of spaces existing for each sign)
3. Visitor: (Number of spaces requested, number currently reserved)
4. GOV: (Number of spaces requested, number currently reserved)
 - a. (Number of long-term general purpose vehicle spaces)
 - b. (Number of short-term official business or duty position spaces and job title)
5. Handicap: (Number of spaces requested, number currently reserved by type e.g. standard or van accessible)
6. Motorcycle, Permit and Special Purpose: (Describe special circumstances) If you have any questions please contact "Point of Contact" at _____.

SIGNATURE BLOCK
Unit Commander

Attachment:
1. Map showing requested spaces and preferred locations as appropriate. (Note: Reserved parking locations will not necessarily be the most convenient to entrances. Plan accordingly to place some GOVs etc. away from entrances and visitors/handicap parking at optimum locations.)

Attachment 3

RESERVED PARKING REQUEST FLOW CHART

Figure A3.1. Reserved Parking Request Flow Chart

