



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
415 SHERMAN AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1310

REPLY TO
ATTENTION OF:

04 MAR 2011

IMWE-LVW-ES

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Combined Arms Center and Fort Leavenworth (CAC & FT LVN) Command Policy 35, Installation Parking

1. References:

- a. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006, para 4-8.
- b. CAC & FT LVN Regulation 190-5, Motor Vehicle Traffic Supervision, 28 February 2010.

2. Purpose: To establish a formalized parking policy that ensures the requirement for designated parking for organizations and selected personnel is equitable throughout the installation.

3. Policies and Procedures:

a. The Garrison Commander is responsible for executing this policy and forwarding recommendations to the approval authority. Organizations will submit all requests for changes to any parking areas in official memorandum format through the following organizations: Directorate of Emergency Services (DES), Directorate of Logistics/Directorate of Public Works (DOL/DPW) and through the Garrison Commander to the Deputy to the Commanding General as the Approval Authority.

b. The Director of Emergency Services is responsible for:

- (1) Enforcement of this policy and all applicable parking laws and regulations.
- (2) Reviewing all requests for changes to approved parking areas and forwarding recommendations to the Approval Authority.

c. The Director of DOL/DPW is responsible for reviewing all requests for changes to approved parking areas.

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(1) The Directorate of DOL/DPW is the only organization authorized to emplace, remove or change any parking sign(s) in nonresidential areas and to stripe designated parking areas in nonresidential areas.

(2) DOL/DPW and Michaels Military Housing are the only two organizations authorized to emplace, remove or change any parking sign(s) in residential areas.

4. Parking Spaces: All vehicles must park in marked or designated parking spaces, excluding emergency response personnel in the performance of their duties. Parking spaces are marked or designated as follows:

a. White striping on roadways or in parking lots denoting angle, straight or parallel parking spaces.

b. Appropriate signage.

c. Concrete bumpers located in unimproved or gravel parking lots.

d. Yellow striping or curbing to denote the end or limit of a parking line or row. Common locations for yellow striping are near fire hydrants, street corners, Historical tour signs and at the end of a parking line or row.

5. Designated Parking: The Following Positions are Authorized Reserved Parking.

a. Installation Level Command: General Officers, Deputy to the Commanding General, Chief of Staff, Garrison Commander, Deputy to the Garrison Commander, and Command Sergeants Major.

b. Subordinate CAC Organizations: General Officers, Senior Executive Service (SES), Commanders, Command Sergeants Major, First Sergeants, and Government vehicles. Staff officers are not authorized parking spaces.

c. Tenant units: General Officers, Senior Executive Service (SES), Commanders, Command Sergeants Major, First Sergeants, and Government vehicles. Staff officers are not authorized parking spaces.

d. Commissary and PX: Handicap (per ADA Standards) and one each of the following; Medal of Honor Recipients/General Officer, Colonel, CSM/SGM, NCOY/SOY, Volunteer of the Quarter/Year, Village Mayor and Expecting Mother.

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e. Wayside Historical Marker Parking: each wayside location is authorized one parking space located in the closest adjacent parking space to the actual historical marker designated by an appropriate historical wayside parking sign. Wayside parking is designated for historical wayside visitors only and limited to 30 minutes. The Buffalo Soldier Monument is authorized 5 visitor parking spaces and will be utilized by Buffalo Soldier Monument visitors only.

f. Lewis and Clark Abrams Loop Parking is authorized the following parking spaces; Medal of Honor, Commandant, Deputy Commandant, Deputy to the Commanding General, Civilian Aide to the Secretary Army.

g. The Command and General Staff College Physical Security Department is responsible for monitoring and issuing F Tag parking and is located at the Lewis and Clark Center, 100 Stimson Avenue, Room 2520S. Only the facilities listed below are authorized to implement a F Tag designated parking program.

(1) Truesdell Hall - north and south parking lots.

(2) Lewis and Clark Center - southern parking lots adjacent to Stimson Avenue.

h. Handicap Parking: per the American Disability Act (ADA) standards, for every 25 parking spaces in a parking lot and/or area, there must be one designated handicap reserved parking space. Adequate handicap parking for the installation workforce will be accommodated if space is available.

i. Parking lots controlled by electronic means do not require reserved parking; however, any designated parking spaces within these lots will be assigned according to this policy.

j. Resident parking: Resident Only markers will designate resident parking spaces. Hang tag permits are issued by Michaels Military Housing.

k. Customer service oriented organizations are authorized customer parking. Customer service organizations are defined as organizations that provide a customer care activities that support the delivery of a product or core service. Organizations may request designated customer parking spaces through the approval process.

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l. Organizations may request to add Military/Government-owned vehicle parking commensurate to vehicle density and available parking spaces, not to exceed 5% of available parking spaces per designated parking lot.

6. Prohibited Parking:

a. Outside of marked or designated areas and where signs prohibit; to include time limited customer parking.

b. Organizations are prohibited from designating parking lots for employees only, to include sticker and hang tag parking; the only exception is the F tag parking described above in paragraph 5(g).

c. In front of a fire hydrant or within 15 feet on either side of a fire hydrant, fire lanes and within 20 feet of the driveway entrance to any fire station.

d. Where yellow or red curbing prohibit.

e. Seeded areas.

f. On sidewalks or crosswalks.

g. Fort Leavenworth National Cemetery along Hancock or Biddle Ave.

h. Along streets, roadways and on road shoulders where parking is not marked or designated.

i. In front of recycling or waste dumpsters.

j. Near a mailbox in family housing areas in a manner which inhibits mail delivery.

k. Mopeds and scooters under 50cc will park around bicycle racks provided adjacent to the buildings. Mopeds and scooters will not be parked or secured in areas where they will cause a nuisance or eyesore, block access to walking lanes, handicapped parking clearance, or otherwise impede the flow of traffic.

l. On railroad tracks.

m. No person shall park a recreational vehicle or a trailer, to include a boat trailer,

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any place other than that which has been designated by the Garrison Commander as a recreational vehicle or trailer parking lot. Notwithstanding the foregoing, one recreational vehicle may be parked for one overnight period to permit loading or unloading.

n. Any other location in which the vehicle interferes with the orderly flow of traffic, creates a safety hazard to other roadway users or the general public, or interferes with street cleaning, snow removal operations or emergency operations during natural disaster, fire or cleanup.

7. Special Event Parking:

a. Coordination will be made with the Directorate of Emergency Services for designated parking areas during special events, official functions or major exercises.

b. All coordination for special events at Lewis and Clark Center will be made through the DES representative at the Lewis and Clark Center.

8. Abandoned vehicles: Abandoned vehicles will be handled IAW CAC & FT LVN 190-5. Towing and expenses are the responsibility of the vehicle owner. The U.S. Army assumes no liability for any damages incurred due to towing or storage.

9. Supersession: This memorandum supersedes Command Policy #35-09, Installation Parking.

10. Proponency: The proponent for this command policy is the Directorate of Emergency Services at (913) 684-3522.

FOR THE COMMANDER:



DOMINIC E. POMPELIA JR.
Colonel, GS
Chief of Staff

Distribution:
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