

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)  
POLICY DIRECTIVE 31-1**

**26 APRIL 2011**

**Command Policy**

**Parking/Vehicle Registration Procedures**

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- REFERENCES:**
- (a) USTRANSCOM Policy Directive (PD) 31-1, *Parking/Vehicle Registration Procedures*, 10 March 2008, is hereby cancelled.
  - (b) Air Force Instruction 31-204, *Air Force Motor Vehicle Traffic Supervision*.
  - (c) Scott Air Force Base Instruction 31-205, *Motor Vehicle Traffic Supervision*.

**A. PURPOSE:** This directive establishes policy and procedures for USTRANSCOM-controlled parking areas at Buildings 1900, 1910, 1911, and 1961; including Designated and Reserved parking for USTRANSCOM-occupied buildings.

**B. APPLICABILITY:** This directive is applicable to all USTRANSCOM and transportation component command (TCC) personnel working in Buildings 1900, 1910, 1911, and 1961.

**C. POLICY AND PROCEDURES:**

**1.** Only personnel working in Buildings 1900, 1910, 1911, and 1961 are authorized to park in USTRANSCOM and Military Surface Deployment and Distribution Command (SDDC) designated and reserved parking spaces. **EXCEPTIONS:** Building 1700 and off-site USTRANSCOM offices (e.g., Defense Enterprise Accounting and Management System (DEAMS)) that have personnel who are authorized to park in designated or reserved spaces and anyone with a valid handicap placard.

**1.1.** Designated Parking: Refers to those parking spaces marked and reserved by position, i.e., USTRANSCOM Chief of Staff (TCCS) or Directors. Only the occupant of the position may park in the designate space, and must have the numbered tag, placard, or permit prominently displayed (see Attachment 3 for list of designated parking spaces).

**1.2.** Reserved Parking: Refers to those parking spaces reserved for personnel meeting specified eligibility requirements, to include parking spaces marked as reserved for RR, carpool, or handicap. Use of these spaces requires the appropriate tag, placard, or permit.

**1.2.1. RR Parking.** The USTRANSCOM Assistant Chief of Staff (TCCS-D) shall issue, maintain a register, and control RR tags, as directed by TCCS.

**1.2.1.2.** RR tags may be issued to the following:

**1.2.1.2.1.** Military members assigned to USTRANSCOM/TCC in the grade of E9/06 and above not otherwise authorized designated parking under paragraph 1.1.

**1.2.1.2.2.** Civilian personnel assigned to USTRANSCOM/TCC in the grade of GS-15 and above, not otherwise receiving a designated parking spot.

**1.2.1.3.** To receive an RR Tag, submit a request to TCCS-D (see Attachment 1). The request must be signed by the Director, Director-equivalent, or designee.

**1.2.1.4.** RR tags are not transferable to other personnel in the event of absence or for any other reason.

**1.2.1.5.** RR tags will be hung from the rearview mirror or displayed on the vehicle dash.

**1.2.1.6.** Designated parking is a privilege, not a right. RR tags should be adequately secured when not in use.

**1.2.1.7.** Personnel with RR tags must return them to TCCS-D upon Permanent Change of Station, Permanent Change of Assignment, or any other instance whereby the holder is no longer authorized to park in USTRANSCOM/TCC-designated or reserved parking spaces.

**1.2.2. Carpool Parking.** Use of a carpool parking space requires a carpool permit. TCCS-D shall issue, maintain a register, and control carpool permits, as directed by TCCS.

**1.2.2.1.** A carpool is defined as three or more persons traveling in one vehicle.

**1.2.2.2.** One carpool permit will be issued by TCCS-D to the entire group for one year.

**1.2.2.3.** Personnel issued a carpool permit agree to:

**1.2.2.3.1.** Properly display the carpool permit on the vehicle dash.

**1.2.2.3.2.** Return the carpool permit to TCCS-D within five days after the carpool falls below three persons.

**1.2.2.4.** A sample carpool permit request is at Attachment 2. The request must be signed by each person participating in the carpool.

**1.2.3. Handicap Parking.** Handicap parking spaces will be reserved in accordance with references (b) and (c).

**1.2.3.1.** TCJ3-F (via the Entry Control Center) will maintain a roster of eligible handicap personnel to ensure adequate permanent or temporary handicap parking is available.

**1.2.3.2.** TCCS-FM will provide signage and spaces to accommodate permanent and temporary handicap requirements.

**1.3.** Parking in USTRANSCOM-managed parking spaces.

**1.3.1.** Vehicles are authorized to park only in designated white-line areas.

**1.3.2.** Parking alongside islands, sidewalks, or in front of the loading dock entrance and exit areas is prohibited. Loading or unloading from personal vehicles in these areas is permitted for a maximum of 10 minutes.

**1.3.3.** Designated and handicap parking spaces apply at all times.

**1.3.4.** Reserved (carpool and RR) parking spaces apply between 0630 and 1830 hours, Monday through Friday, except holidays.

**1.4.** A breakdown of designated and reserved parking spaces by building and parking lot is at Attachment 3.

**D. EFFECTIVE DATE AND IMPLEMENTATION:** This directive is effective immediately.

APPROVED BY

MARK D. HARNITCHEK  
VADM, U.S. Navy  
Deputy Commander

OPR: TCCS-D

## Attachment 1

DATE

MEMORANDUM FOR TCCS-D

FROM DIRECTORATE/ TCC

SUBJECT: Request Issuance of USTRANSCOM RR Parking Tag

Request a RR tag be issued to [NAME] [RANK/GRADE] [POSITION]. I verify that [NAME] is authorized to use the RR tag in accordance with USTRANSCOM Policy Directive 31-1, *Parking/Vehicle Registration Procedures*.

[SIGNATURE OF DIRECTOR]

1st Ind

DATE

MEMORANDUM FOR TCCS-D

I have read USTRANSCOM Policy Directive 31-1 and agree to comply with the directions therein. I understand that the RR tag assigned to me is not transferable to other personnel in the event of my absence or for any other reason. I will return the tag to TCCS-D upon PCS, PCA, or any other instance where I am no longer authorized to park in the designated parking space.

[SIGNATURE OF APPLICANT]

Attachment 2

**Request for Carpool Permit**

DATE

MEMORANDUM FOR TCCS-D

FROM: DIRECTORATE/ TCC

SUBJECT: Request Issuance of USTRANSCOM Carpool Permit

Request a carpool permit be issued to the individuals listed below. By signature, we verify that we are a qualified group under USTRANSCOM Policy Directive 31-1, *Parking/Vehicle Registration Procedures*, and attest that we understand and will abide by its provisions. This carpool permit is effective for one year from the date of issuance.

_____ Name, Office	_____ Signature
_____ Name, Office	_____ Signature
_____ Name, Office	_____ Signature

## Attachment 3

**Parking Plan**

<p>East of Building 1900-E (Gated)</p> <ul style="list-style-type: none"> <li>- Designated (7 spaces) <ul style="list-style-type: none"> <li>TCCC (2 spaces)</li> <li>TCDC (2 spaces)</li> <li>TCCS</li> <li>TCCC-SEL</li> <li>TCJ5/4</li> </ul> </li> <li>- Reserved (1 space) <ul style="list-style-type: none"> <li>DV</li> </ul> </li> </ul>	<p>Southeast parking lot (Between Bldgs 1900 &amp; 1961)</p> <ul style="list-style-type: none"> <li>- Designated (12 spaces) <ul style="list-style-type: none"> <li>PROTOCOL ( 6 spaces)</li> <li>FO/GO/ SES (2 spaces)</li> <li>TCJ1</li> <li>TCSG</li> <li>TCJ8</li> <li>TCJ9</li> </ul> </li> <li>- Reserved (43 spaces) <ul style="list-style-type: none"> <li>RR (22spaces)</li> <li>Gov Vehicle (2 spaces)</li>   <li>GSA (3 spaces)</li> <li>Handicap (5 spaces)</li> <li>Visitor (5 spaces)</li>   <li>Carpool (4 spaces)</li> <li>Motorcycle (2 spaces)</li> </ul> </li> </ul>
<p>East of Building 1961</p> <ul style="list-style-type: none"> <li>- Designated (5 spaces) <ul style="list-style-type: none"> <li>TCJ6/TCJ6-V</li> <li>TCJA</li> <li>SDDC JA</li> <li>ACQ</li> </ul> </li> <li>- Reserved (25 spaces) <ul style="list-style-type: none"> <li>Handicap (7 spaces)</li> <li>RR (6 spaces)</li> <li>DV (2 spaces)</li> <li>Gov Vehicle (2 spaces)</li> <li>Motorcycle (7 spaces)</li> <li>Visitor</li> </ul> </li> </ul>	<p>West of Building 1900-W (Gated)</p> <ul style="list-style-type: none"> <li>-Designated (8 spaces) <ul style="list-style-type: none"> <li>CG</li> <li>DCG</li> <li>TCJ3</li> <li>COS</li> <li>CSM</li> <li>TCAQ</li> <li>DTC</li> <li>TCAC</li> </ul> </li> </ul>

<p>West of Building 1900-W</p> <ul style="list-style-type: none"> <li>- Designated (22 spaces) <ul style="list-style-type: none"> <li>NGA/NSA/TCJ2/TCJ2-DIS/AMC-A9</li> <li>POLAD/TCJ54-D//TCJ3-D</li> <li>FOGO SES/SDDC-G2/SDDC-G5/SDDC-G7</li> <li>SDDC-G9/SDDC-AQ/POLAD</li> <li>FOGO SES/SDDC-G1/4/SDDC-G3/SDDC-G6</li> <li>SDDC-G8/SDDC-DCG/SDDC-CG</li> </ul> </li> <li>- Reserved (109 spaces) <ul style="list-style-type: none"> <li>RR ( 38 spaces)</li> <li>Handicap (22 spaces)</li> <li>Visitors (6 spaces)</li> <li>Protocol (6 spaces)</li> <li>Carpool (8 spaces)</li> <li>Motorcycle (29 spaces)</li> </ul> </li> </ul>	<p><b>SUMMARY OF TOTAL PARKING SPACES:</b></p> <ul style="list-style-type: none"> <li>Available parking spaces: 1308</li> <li>Designated spaces by position: 45</li> <li>DV spaces: 6</li> <li>RR spaces: 66</li> <li>Handicap spaces: 34</li> <li>Carpool spaces: 12</li> <li>Visitor spaces: 12</li> <li>Motorcycle spaces: 38</li> </ul>
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