

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)
POLICY DIRECTIVE 31-1
10 March 2008**

Security

PARKING/VEHICLE REGISTRATION PROCEDURES

- REFERENCES:**
- (a) USTRANSCOM Policy Directive (PD) 31-1, *Parking/Vehicle Registration Procedures*, 1 April 2006, is hereby cancelled.
 - (b) Air Force Instruction (AFI) 31-204, 14 July 2000, *Air Force Motor Vehicle Traffic Supervision*.
 - (c) Scott Air Force Base Instruction (SCOTTAFBI) 31-205, 1 April 2004, *Motor Vehicle Traffic Supervision*.

SUMMARY OF REVISIONS

Updates text and attachments. **NOTE:** Since this directive has been revised in its entirety, asterisks will not be used to identify revised material.

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

B. APPLICABILITY: This directive is applicable to all USTRANSCOM personnel and any other persons working in Buildings 1900, 1911, and 1961.

C. POLICY AND PROCEDURES:

1. Designated and Reserved Parking for Buildings 1900, 1911, and 1961. Only personnel working in Buildings 1900, 1911, 1961, and 1700 (or official guests of USTRANSCOM) are authorized to park in USTRANSCOM designated and reserved parking spaces. **EXCEPTIONS:** Off-site USTRANSCOM offices (i.e., DEAMS and DTIC) 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. TCCS, TCJ8). Only the occupant of the position may park in the space designated for his or her use. No tag, placard, or permit is required. See Attachment 5 for list of designated parking spaces.

1.2. Reserved Parking. Refers to those parking spaces reserved for personnel meeting specified eligibility requirements. This includes 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 Chief of Staff Executive Officer (TCCS-E) 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 in the grade of 06 and above not otherwise authorized designated parking under paragraph 1.1.

1.2.1.2.2. Civilian personnel assigned to USTRANSCOM who are division chiefs in the grade of NSPS Pay Band 3.

1.2.1.2.3. Heads of IG, JIACG, TCCS-BT, TCPA, TCCS-P, TCRC, and TCCS-BT.

1.2.1.3. A sample RR tag request is at Attachment 2. The request must be signed by the Director or Director-equivalent, or his designee. Attachment 1 illustrates a sample RR tag.

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. Personnel with RR tags must return them to TCCS-E upon PCS, PCA, or any other instance whereby the holder is no longer authorized to park in USTRANSCOM-designated or reserved parking spaces.

1.2.2. Carpool Parking. Use of a carpool parking space requires a carpool permit. The USTRANSCOM Chief of Staff Executive Officer (TCCS-E) 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-E to the entire group for one year.

1.2.2.3. Personnel issued a carpool permit agree to the following:

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-E within five days after the carpool falls below three persons.

1.2.2.4. A sample carpool permit request is at Attachment 4. The request must be signed by each person participating as a driver in the carpool. Attachment 3 illustrates a sample carpool permit.

1.2.2.5. A minimum of four carpool parking spaces will be reserved for Building 1900. Carpool spaces at other locations may be marked as such based on demand.

1.2.3. Handicap Parking. Handicap parking spaces will be reserved IAW references (b) and (c). Requests for additional spaces will be accommodated.

1.2.3.1. Vehicles parking in handicap spaces must be transporting the individual identified on the handicap permit to use the parking space and must display one of the following:

1.2.3.1.1. State-issued handicap license plate affixed to the vehicle.

1.2.3.1.2. State-issued handicap placard displayed on the dashboard or hanging from the rearview mirror.

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

1.3.4. Motorcycles will park only in spaces marked for use by motorcycles.

1.4. A breakdown of designated and reserved parking spaces by building and parking lot is at Attachment 5.

2. Enforcement of Parking Procedures.

2.1. USTRANSCOM personnel observing a violation of this policy directive should contact the TCCS-E directly to provide details of the violation.

2.2. TCCS-E will contact the appropriate directorate to inform them of the violation.

D. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective upon publication and distribution.

APPROVED BY

ANN E. RONDEAU
Vice Admiral, U.S. Navy
Deputy Commander

OPR: TCCS-E

5 Attachments

1. Sample RR Tag
2. Sample Request for RR Tag
3. Sample Carpool Permit
4. Sample Request for Carpool Permit
5. Parking Plan



Sample RR Tag

Attachment 1

MEMORANDUM FOR TCCS-E

MEMORANDUM FROM [DIRECTORATE]

SUBJECT: Request Issuance of USTRANSCOM RR Parking Tag

Request an 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.

[SIGNATURE OF DIRECTOR]

I have read USTRANSCOM Policy Directive 31-1 and I will 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-E upon PCS, PCA, or any other instance where I am no longer authorized to park in the designated parking space.

[SIGNATURE OF APPLICANT]

Request for RR Parking Tag

Attachment 2

USTRANSCOM
CARPOOL PERMIT

No. XX

Sample Carpool Permit

Attachment 3

DATE _____

MEMORANDUM FOR TCCS-E

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 and attest that we understand and will abide by the provisions in Policy Directive 31-1.

_____	_____
Name	Signature

_____	_____
Name	Signature

_____	_____
Name	Signature

_____	_____
Name	Signature

Request for Carpool Permit

Attachment 4

Parking Plan

<p>Front of Building 1900</p> <ul style="list-style-type: none"> - Designated (8 spaces) <li style="padding-left: 20px;">TCCC (2 spaces) <li style="padding-left: 20px;">TCDC (2 spaces) <li style="padding-left: 20px;">TCCS <li style="padding-left: 20px;">TCJ3 <li style="padding-left: 20px;">TCJ5/4 <li style="padding-left: 20px;">TCJ8 	<p>Behind Building 1911</p> <ul style="list-style-type: none"> - Designated (5 spaces) <li style="padding-left: 20px;">TCJ1 <li style="padding-left: 20px;">TCJ1-D <li style="padding-left: 20px;">TCJ9 <li style="padding-left: 20px;">TCJ9-D <li style="padding-left: 20px;">TCCS-FS - Reserved (6 spaces) <li style="padding-left: 20px;">RR (2 Spaces) <li style="padding-left: 20px;">Handicapped (4 spaces)
<p>Front of Building 1961</p> <ul style="list-style-type: none"> - Designated (6 spaces) <li style="padding-left: 20px;">TCJ6 <li style="padding-left: 20px;">TCJ6-D <li style="padding-left: 20px;">TCJ6-V <li style="padding-left: 20px;">TCJA <li style="padding-left: 20px;">TCJA-D <li style="padding-left: 20px;">GSA Mail Truck - Reserved (1 space) <li style="padding-left: 20px;">Handicapped (1 space) 	<p>Building 1961 – South side</p> <ul style="list-style-type: none"> - Designated (2 spaces) <li style="padding-left: 20px;">TCAQ <li style="padding-left: 20px;">TCAQ-D - Reserved (2 spaces) <li style="padding-left: 20px;">RR (2 spaces) <p>Building 1961 – East side</p> <ul style="list-style-type: none"> - Reserved (7 spaces) <li style="padding-left: 20px;">RR (5 spaces) <li style="padding-left: 20px;">Handicapped (2 spaces)
<p>Parking Lot 235 (between Bldgs 1900 & 1961)</p> <ul style="list-style-type: none"> - Designated (16 spaces) <li style="padding-left: 20px;">FO/GO/SES x2 <li style="padding-left: 20px;">TCAC <li style="padding-left: 20px;">TCJA <li style="padding-left: 20px;">TCJ2 <li style="padding-left: 20px;">TCJ5/4-D <li style="padding-left: 20px;">TCJ6 <li style="padding-left: 20px;">TCJ8-D <li style="padding-left: 20px;">TCSG <li style="padding-left: 20px;">TCCC-E <li style="padding-left: 20px;">TCDC-E <li style="padding-left: 20px;">TCCS-E <li style="padding-left: 20px;">TCCC-SEL <li style="padding-left: 20px;">POLAD <li style="padding-left: 20px;">Protocol <li style="padding-left: 20px;">375 Elite Guard (GOV) - Reserved (55 spaces) <li style="padding-left: 20px;">RR (40 spaces) <li style="padding-left: 20px;">Protocol Reserved (6 spaces) <li style="padding-left: 20px;">Carpool (4 spaces) <li style="padding-left: 20px;">Handicapped (5 spaces) 	<p>Available parking spaces: 455 Designated spaces by position: 37 RR spaces: 49 Handicapped spaces: 12 Carpool spaces: 4</p>