



PLY TO
TENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VA 23801

FORT LEE POLICY NO.: 13-12

IMLE -ZA

AUG 16 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Reserved Parking Policy

1. **References:**

- a. AR 190-5, subject: Motor Vehicle Traffic Supervision
- b. CASCOM & FL Regulation 190-5 Appendix A, subject: Fort Lee Traffic Code

2. **Purpose:** The purpose of this policy is to ensure organizational parking requirements are met.

3. **Applicability:** This policy applies to all Soldiers, Civilians, Family members, contractors and other personnel who work on, reside on, or visit any facilities located on Fort Lee.

4. **Policy:** All organizations, including tenants, on Fort Lee will coordinate all reserved parking requirements through their assigned Building Parking Managers (BPM) to the Provost Marshal Office for approval. BPM's will determine the type of reserved spaces best suited for their organization. Reserved spaces are authorized for:

- a. General Officers, Senior Executive Service, Colonels, Chief Warrant Officers Five, Command Sergeants Major, and GS-15.
- b. Command Teams at Brigade (Brigade Commander & Command Sergeant Major), Battalion (Battalion Commander & Command Sergeant Major), and Company level (Company Commander & First Sergeant).
- c. Handicapped spaces will be provided IAW the Americans with Disabilities Act.
- d. Carpool parking, Visitor Parking and Military Vehicles are examples of authorized reserved parking.
- e. Requests for exception to this policy must be submitted to the TRB for decision.

Reserved parking plans must be approved by the Traffic Review Board (TRB) to ensure that limits on reserved parking are not exceeded. Plans will be submitted in memorandum format, and include a diagram of the applicable parking lot depicting the location of the parking spaces the user is requesting to be reserved, to PMO Operations. The total number of reserved parking

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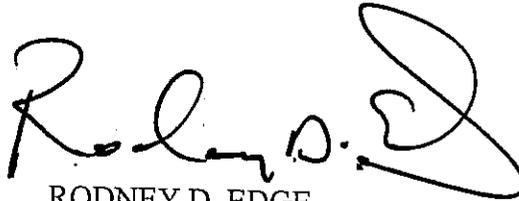
spaces will not exceed 10% of the total available parking for the organization, (handicapped and carpool parking excluded) unless otherwise approved by the TRB.

5. **Permits:** Only individuals meeting the above criteria will receive reserved parking permits. Parking permits may be purchased and issued by the organization to authorized vehicles. Reserved parking permits are not transferable.

6. **Enforcement:** BPMs will refer parking violators to their organization for administrative or punitive action. The Provost Marshal Office may issue a United States District Court Violation upon the request of the BPM when administrative or punitive action proves unsuccessful.

7. **Effective date:** This policy is effective on the above-mentioned date of this memorandum.

8. **Proponent:** Proponent for this policy is the Provost Marshal Office, Operations at (804) 734-7400.



RODNEY D. EDGE
COL, LG
Garrison Commander

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