



REPLY TO  
ATTENTION OF

DEPARTMENT OF DEFENSE  
UNITED STATES SOUTHERN COMMAND  
3511 NW 91ST AVENUE  
MIAMI, FL 33172-1217

SCCS

1 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Southern Command (USSOUTHCOM) Parking Standard Operating Procedures (SOP)

1. Purpose. The purpose of this SOP is to provide directives for parking at USSOUTHCOM Headquarters, located at 3511 NW 91<sup>st</sup> Ave, Miami, FL 33172.
2. References.
  - a. Title 41, Code of Federal Regulations, "Federal Property Management Regulations," Chapter 101, subparts 20.003, 20.104, 20.104-1, 20.104-2, 20.104-3, 20.104-4, 20.304, 20.312 dated 8 April 1987.
  - b. Executive Order 13150, Federal Workforce Transportation dated 21 April 2000.
  - c. Army Regulation (AR) 190-5, Motor Vehicle Supervision dated 8 July 1988.
  - d. American Disabilities Act (ADA) Accessibility Guidelines (ADAAG) for Buildings and Facilities dated September 2002.
3. Applicability and Scope.
  - a. This SOP maximizes the use of existing parking facilities by limiting reserved spaces and making maximum use of restricted parking areas.
  - b. This SOP applies to all personnel, military and civilian, employed by USSOUTHCOM and/or conducting business at the USSOUTHCOM headquarters. All supervisors must ensure this memorandum is read and understood by all employees.
  - c. This SOP applies to all other organizations and individuals using parking facilities at USSOUTHCOM Headquarters.
  - d. All supervisors and Department of the Army (DA) Police will ensure compliance with this SOP and report any violations to the Director of Public Safety.
  - e. When this memorandum conflicts with higher headquarters' directives, the higher headquarters' directives take precedence. Bring conflicting guidance to the attention of Director of Public Safety, USAG-Miami.

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#### 4. Definitions.

a. Director of Public Safety. The USAG-Miami directorate responsible for law enforcement at USSOUTHCOM to include traffic regulations and compliance with parking standard operating procedures.

b. Parking Control Office (PCO). The Director of Public Safety office with delegated authority and responsibility to administer the USSOUTHCOM parking standard operating procedures to include allocation of individual parking permits.

c. Command Parking Representative. The Director of Public Safety employee officially delegated the authority and responsibility to process parking permits through the PCO.

d. Executive. Title 41, Code of Federal Regulations, Federal Property Management Regulations, Chapter 101, subparts 20.003, defines "executive" as a government employee with management responsibilities which, in the judgment of the employing agency head or his/her designee, require preferential assignment of parking privileges. USSOUTHCOM further defines "executive" as Commander, Deputy Commander, Chief of Staff, Directors and Special Staff in the grade of 0-6/GS-15 and above and Military Liaison Officers in the grade of 0-6 or above with special consideration given to the Command Sergeant Major.

e. Employee. One assigned to or permanently employed by USSOUTHCOM in a position below the executive level.

f. Parking Space. The area allotted for parking of one passenger-carrying motor vehicle.

g. Mass Transportation and Vanpool Transportation Fringe Benefit Program. The Federal government program established by Executive Order 13150 authorizing implementation of vanpools to reduce Federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives. USSOUTHCOM supports vanpool transportation by providing designated parking spaces for the program.

h. Vanpool. A group of six (6) or more persons using a van specifically designed to transport passengers to and from work, excluding automobiles and buses. Special oversized parking spaces are provided for vanpools. Vanpool members must be employed and work full-time at USSOUTHCOM.

i. Shuttle Bus. A vehicle registered and licensed as a bus and used to transport USSOUTHCOM employees to and from work and/or to and from other USSOUTHCOM locations.

j. Emergency Vehicle. A vehicle with the sole purpose of responding to emergency situations at USSOUTHCOM. Types of vehicles include police, fire, ambulance, wrecker and/or government or civilian vehicles designated as emergency vehicles during an emergency situation.

k. Handicapped Employee Parking. Eleven (11) parking spaces (see Enclosure 1) reserved for employees certified as handicapped.

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- l. Government Services Administration (GSA) Vehicle Parking. Forty-seven (47) parking spaces (see Enclosure 1 "G" Parking) reserved for government owned or leased (marked or unmarked) vehicles.
- m. Official Parking. Six (6) parking spaces (see Enclosure 1 "O" Parking) reserved for Commander, Deputy Commander, Command Sergeant Major official vehicles.
- n. Executive Parking. Forty-three (43) parking spaces (see Enclosure 1 "E" Parking) reserved at all times for use by military and civilian executives assigned to or permanently employed at USSOUTHCOM.
- o. Zone Parking. Sixty-eight (68) parking spaces (see Enclosure 1 "Z" Parking) designated for use by military and civilian employees in the grade of O-6/GS-15/E-9 or Service Senior Enlisted Advisor assigned to or permanently employed at USSOUTHCOM.
- p. Employee Parking. Eight hundred seventy-seven (877) parking spaces (see Enclosure 1 "Non-restricted/Permit" Parking) designated for use by military and civilian employees assigned to or permanently employed at USSOUTHCOM.
- q. Distinguished Visitor (DV) Parking. Fourteen (14) parking spaces (see Enclosure 1 "DV" Parking) reserved for the exclusive use of USSOUTHCOM DVs. Directors designate individuals as DV's.
- r. Visitor Parking. Twelve (12) parking spaces (see Enclosure 1 "V" Parking) reserved for the exclusive use of USSOUTHCOM visitors for a time period greater than two hours.
- s. Temporary Parking. Thirty-one (31) parking spaces (see Enclosure 1 "T" Parking) reserved for executives, employees, family members, and government courier vehicles for a time period less than two hours. Newly arrived personnel can use temporary parking for a period not to exceed 10 working days.
- t. Vanpool Parking. Twenty-four (24) parking spaces (see Enclosure 1 "VP" Parking) reserved for vans specifically designed to transport passengers to and from work, excluding automobiles and buses.
- u. Shuttle Bus Parking. Two (2) parking spaces (see Enclosure 1 "SB" Parking) reserved for vehicles registered and licensed as a bus and used to transport USSOUTHCOM employees to and from work.
- v. Deployed/Temporary Duty (TDY) Parking. Ten (10) parking spaces (see Enclosure 1 "TD" Parking) reserved for executives and employees on official deployment or TDY orders for an extended period of time (i.e. more than 10 days).
- w. Police Parking. Four (4) parking spaces (see Enclosure 1 "P" Parking) reserved for exclusive use of the Director of Public Safety for parking emergency vehicles in support of security mission at USSOUTHCOM.

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x. Enlisted/Non-Commissioned Officer (NCO) of Year/Quarter Parking. Four (4) parking spaces (see Enclosure 1 "EN" Parking) reserved for the exclusive use of the USSOUTHCOM Enlisted and Non-commissioned Officer of the Year and Quarter.

y. Motorcycle Parking. Six (6) parking spaces (see Enclosure 1 "M" Parking) reserved for motorcycles.

z. Bicycle Parking. One (1) parking space (see Enclosure 1 "B" Parking) reserved for bicycles.

aa. Visitor or Distinguished Visitor. An individual not assigned to or permanently employed by USSOUTHCOM Headquarters.

ab. Conference Parking. No more than 32 zone parking spaces approved by a Director and coordinated through Director of Public Safety for supporting a conference.

ac. Mail Room Parking. One (1) parking space (see Enclosure 1 "MR" Parking) reserved for the mail room courier vehicle on a permanent basis.

#### 5. Responsibilities.

a. USSOUTHCOM Executives. Park in assigned parking spaces when conducting official business at USSOUTHCOM Headquarters.

b. USSOUTHCOM 0-6/GS-15/E-9 Employees. Park in designated zone parking spaces when conducting official business at USSOUTHCOM Headquarters.

c. USSOUTHCOM Employees. Park only in non-restricted, non-temporary parking spaces when conducting official business at USSOUTHCOM Headquarters.

d. The Director of Public Safety will:

1. Implement and enforce the parking plan.

2. Establish and maintain parking plans and procedures consistent with DoD policy and this SOP.

3. Monitor the USSOUTHCOM parking program and remedy unsatisfactory conditions in assigned areas of responsibility.

4. Maintain liaison with USSOUTHCOM Director of Public Works on the marking and physical maintenance of the parking facilities.

5. Continually evaluate the effectiveness of the USSOUTHCOM parking program and recommend changes to the USSOUTHCOM Chief of Staff.

e. The USSOUTHCOM Staff will conduct a review, at least quarterly, of the parking program.

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f. Military and civilian visitors to USSOUTHCOM must park in accordance with this standard operating procedure.

6. Vehicle Registration Requirements.

a. All personnel assigned or attached to USSOUTHCOM must register all privately owned vehicles (POVs) with the Director of Public Safety, USAG-Miami.

b. Official registration is not required for emergency vehicles (i.e. Police, Fire, Ambulance).

c. Facility contract engineer emergency repair companies must register their vehicles with the Director of Public Safety, USAG-Miami.

d. Government Services Administration (GSA) vehicles are registered vehicles.

7. Restricted or Permit Parking Procedures.

a. Handicapped Employee Parking. Handicapped employees may park in handicapped parking spaces with advance clearance through the PCO. PCO will issue temporary or permanent handicap permits to qualified employees with a valid physician's certificate coordinated through the USSOUTHCOM Civilian Personnel Office (CPO).

b. Government Services Administration (GSA) Vehicle Parking. GSA vehicles may park in GSA parking spaces. GSA vehicles assigned to USSOUTHCOM will display a red numbered parking sticker (Enclosure 2, Figure 1) issued by the PCO. GSA vehicles used for courier duty may park in temporary parking spaces for a time period of less than 2 hours when displaying a DA Police temporary parking permit. GSA vehicles not assigned to USSOUTHCOM may park in temporary parking spaces on a first come, first served basis for a time period of less than 2 hours when displaying a DA Police temporary parking permit. For visits longer than 2 hours, GSA vehicles must park in the east parking lot.

c. Official Vehicle Parking. GSA Vehicles assigned to the Commander, Deputy Commander, and Command Sergeant Major may park in official parking spaces.

d. Executive Parking. Military and civilian executives assigned to or permanently employed at USSOUTHCOM may park in assigned parking spaces when displaying a green numbered parking sticker in their privately owned vehicle. PCO will issue a green numbered parking sticker (Enclosure 2, Figure 2) for each privately owned vehicle of the individual.

e. Zone Parking. Military and civilian employees in the grade of 0-6/GS-15/E-9 or Service Senior Enlisted Advisor assigned to or permanently employed at USSOUTHCOM may park in zone parking spaces on a first come, first served basis when displaying a blue numbered parking sticker (Enclosure 2, Figure 3) in their privately owned vehicle. PCO will issue a blue numbered parking sticker for each privately owned vehicle of the individual.

f. Distinguished Visitor (DV) Parking. Distinguished Visitors as designated by Directors may park on a first come, first served basis in DV parking spaces. Vehicle must display a DA Police DV parking

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permit. Vehicle may park as long as necessary to accommodate the visit. Recommend Directors coordinate DV parking requirements with the PCO at least 24 hours prior to DV arrival.

g. Visitor Parking. Visitors may park in visitor parking spaces on a first come, first served basis. Vehicle must display a DA Police V parking permit. When visitor parking spaces are full, visitors may park in the east parking lot.

h. Temporary Parking. Executives, employees, family members, and government couriers utilizing services (i.e. Clinic, Barbershop, Travel Office, Cleaners, AAFES, Admin) at USSOUTHCOM Headquarters may park in temporary parking spaces on a first come, first served basis for less than two hours. Vehicle must display a DA Police temporary parking permit. Newly arrived personnel may park in temporary parking spaces for a period not to exceed 10 working days.

i. Deployed/Temporary Duty (TDY) Parking. Executives and employees on official deployment or TDY orders for an extended period of time (i.e. more than 10 days) may park in the deployed/TDY parking spaces in the southwest corner of the east parking lot. Individuals must provide an information paper to the PCO containing their name and telephone number, point of contact, and telephone number of the individual who will have the keys, dates of deployment/TDY, description and location of the vehicle. Vehicle must display a DA Policy Deployed/TDY parking permit.

8. Commercial Vehicles, U.S. Postal Service and Commercial Mail Carrier Requirements. All delivery vehicles will be directed to the east gate. The east gate officer will inspect the delivery vehicle, then grant temporary access to the scan facility located in the northeast corner of the east lot. The scan facility operator will contact the POC for the inbound package or items. Mailroom personnel will pick up postal and commercial mail. After arrival of the POC, the delivery will be signed for by the responding directorate representative. The scan facility operator will clear all items prior to releasing the items and granting access to the command facility. When deliveries are too large to be hand carried into the facility, prior coordination is required. Loads of furniture or large items requiring transport will be transferred into a government truck or van from the commercial vehicle. Only U.S. Government vehicles will be allowed past the internal barrier systems in accordance with vehicle born improvised explosive device (VBIED) protection protocols.

9. Special Event Deliveries. When a special event requires the delivery of food or other items to be transported within the internal barrier system, the directorate requesting the delivery will coordinate with the U.S. Army Garrison-Miami Transportation Office to obtain a government vehicle to transport the cargo from the scan facility to the north or south entrance of the command facility. Only after a complete inspection has been accomplished, commercial vehicles will be granted access only within the inner barrier system in the direct support of facility mission operations (lighting, construction, demolition, etc.). All commercial vehicles granted temporary access will be escorted at all times until they depart the facility inner perimeter IAW VBIED protection protocols.

10. Loading and Unloading Zone. The first temporary parking space located at the north entrance is the designated loading and unloading zone for the building. Use of this space is on a first come, first served basis for both government and privately owned vehicles. Time limit for use of this parking space is 20 minutes.

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11. Conference Parking Requirements. Action officers must coordinate conference parking in advance with the Director of Public Safety. Action officers may request a portion of the zone parking be designated as conference parking. Conference attendees as designated by Directors may park in coordinated zone parking. For each scheduled conference, attendees must display a conference permit designed by the conference action officer and approved by the Director of Public Safety for easy identification of conference attendees. Conference parking may not exceed 32 zone parking spaces. The Director of Public Safety may cone off conference parking area as required to support the approved conference.

12. Coordinating Instructions.

a. Personnel not complying with this SOP are subject to administrative actions that include, but are not limited to:

1. Vehicle being towed at the owner's expense.
2. Operator's vehicle being barred from the facility.
3. Other actions as deemed necessary by the USSOUTHCOM Chief of Staff.

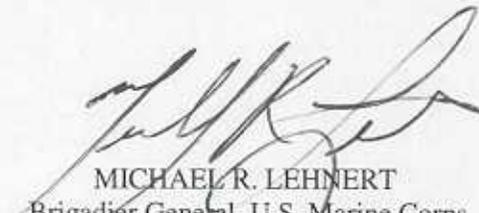
b. Personnel are reminded that unless they are guided into a numbered parking space by a DA Police Officer or Director of Public Safety, parking in someone else's reserved parking space is a violation of the parking standard operating procedures.

c. DA Police may record violations in a database administered by the Director of Public Safety.

d. These guidelines are published to inform personnel and maintain good order and discipline.

13. Submit requests for exception to policy through the servicemember or employee's assigned Directorate, the Director of Public Safety and the Deputy Chief of Staff for final approval by the Chief of Staff.

14. The point of contact for this memorandum is the Director of Public Safety at (305) 437-2125/2173.

  
MICHAEL R. LEHNERT  
Brigadier General, U.S. Marine Corps  
Chief of Staff

2 Encls

1. Parking Map
2. Parking Stickers

DISTRIBUTION:

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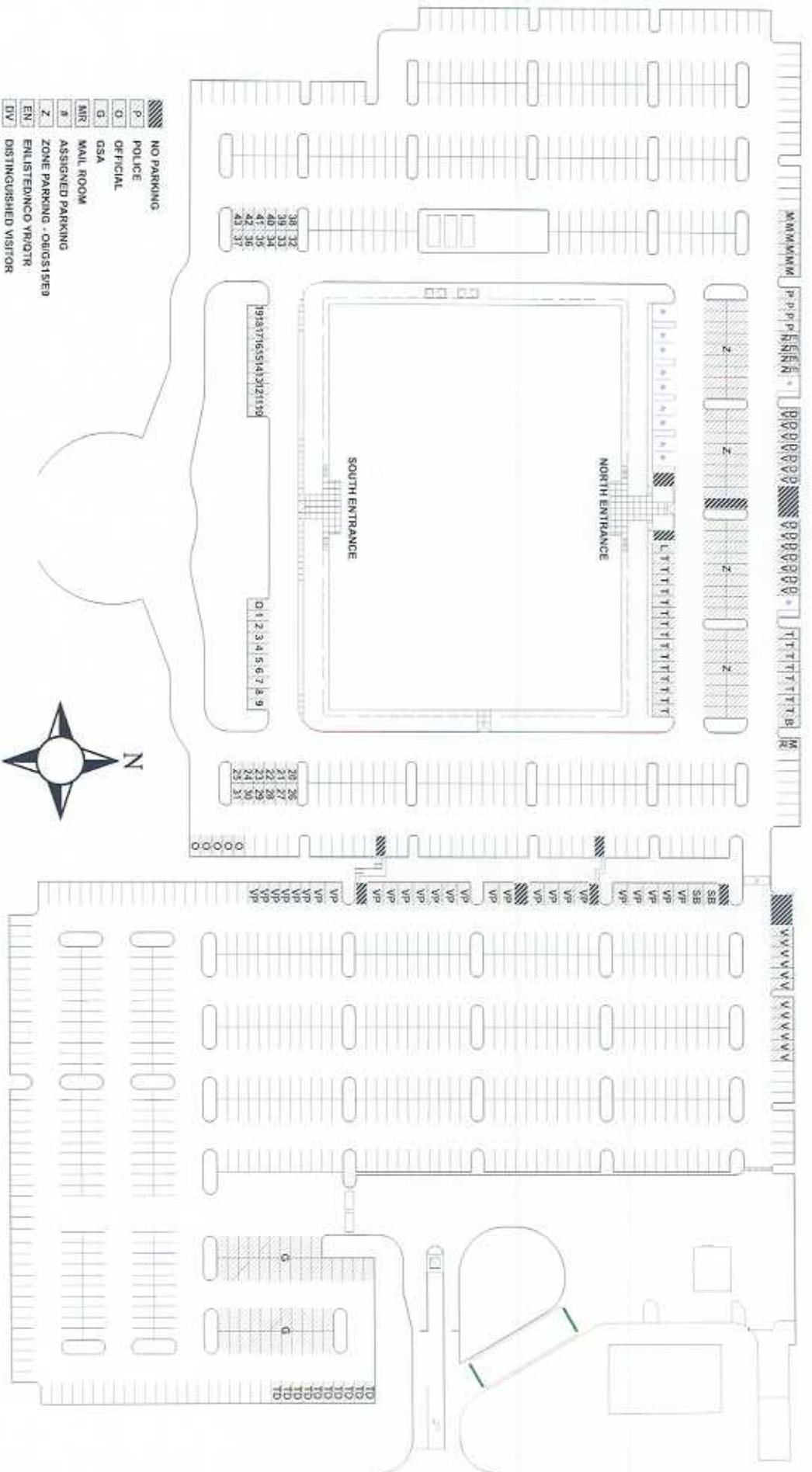


Enclosure 1 - USSOUTHCOM Headquarters Parking Map

- NO PARKING
- P POLICE
- O OFFICIAL
- G GSA
- MR MAIL ROOM
- R ASSIGNED PARKING
- Z ZONE PARKING - OBIGS19E9
- EN ENLISTENCO VMO/TR
- DN DISTINGUISHED VISITOR
- V VISITOR
- T TEMPORARY (2-HR)
- TD DEPLOYED/DTY
- VP VANPOOL
- SB SHUTTLE BUS
- M MOTORCYCLE
- B BICYCLE



**US SOUTHERN COMMAND  
PARKING MAP**



## Enclosure 2 – Vehicle Identification Decals For Official and Executive Parking



Figure 1

**Government Services Administration (GSA) Vehicle Parking.** GSA vehicles may park in GSA parking spaces. GSA vehicles assigned to USSOUTHCOM will display a red numbered parking sticker (Enclosure 2, Figure 1) issued by the Parking Control Office (PCO). GSA vehicles used for courier duty may park in temporary parking spaces for a time period of less than 2 hours when displaying a DA Police temporary parking permit. GSA vehicles not assigned to USSOUTHCOM may park in temporary parking spaces on a first come, first served basis for a time period of less than 2 hours when displaying a DA Police temporary parking permit. For visits longer than 2 hours, GSA vehicles must park in the east parking lot.



Figure 2

**Executive Parking.** Military and civilian executives assigned to or permanently employed at USSOUTHCOM may park in assigned parking spaces when displaying a green numbered parking sticker in their privately owned vehicle. PCO will issue a green numbered parking sticker (Enclosure 2, Figure 2) for each privately owned vehicle of the individual.



Figure 3

**Zone Parking.** Military and civilian employees in the grade of O-6/GS-15/E-9 or Service Senior Enlisted Advisor assigned to or permanently employed at USSOUTHCOM may park in zone parking spaces on a first come, first served basis when displaying a blue numbered parking sticker (Enclosure 2, Figure 3) in their privately owned vehicle. PCO will issue a blue numbered parking sticker for each privately owned vehicle of the individual.