



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33rd Street
MIAMI, FL 33172-1202

SCCOS

15 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: SC-PM-20-11 Parking and Driving Standards for USSOUTHCOM Headquarters

1. Purpose: To define parking driving procedures and policies for Headquarters, United States Southern Command (HQ USSOUTHCOM).
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, 5 Apr 87.
 - b. Executive Order 13150, Federal Workforce Transportation, 21 Apr 00.
 - c. Army Regulation (AR) 190-5, Motor Vehicle Supervision, 22 May 06.
 - d. American with Disabilities Act (ADA) Accessibility Guidelines (ADAAG) for Buildings and Facilities, 01 Sep 02.
 - e. HQ USSOUTHCOM parking diagram and information maintained on the Headquarters Commandant portal.
 - f. U.S. Army Garrison-Miami Access Control Policy, when published.
3. Applicability and Scope: The following procedures and policies apply to all personnel and vehicles at HQ USSOUTHCOM facilities at Doral, Florida. Personnel referred to include military, civil service, contracted employees, official guests and visitors.
4. Responsibilities:
 - a. USSOUTHCOM Service members, civilian personnel, and visitors: must abide by the posted speed limits and parking policy. Corrective action, as detailed below, may be taken when an individual violates this policy.
 - b. Director of Emergency Services (DES):

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(1) Enforce the procedures in this Memorandum.

(2) Monitor and report violations of this Policy.

(3) Liaise with U.S. Army Garrison Director of Public Works and the Headquarters Commandant on the marking and physical maintenance of the parking facilities

c. Headquarters Commandant (HQ CMDT):

(1) Continually evaluate its effectiveness and recommend changes to the USSOUTHCOM Chief of Staff.

(2) Work with U.S. Army Garrison-Miami (USAG-M) to implement this Policy.

(3) Sign-off authority in enforcing this policy, including the ticketing process.

d. Chief of Staff:

(1) Serves as the installation authority to suspend driving privileges.

(2) Advise the USSOUTHCOM Commander on violations and suspensions.

5. Guidance on Driving:

a. Installation speed limits are as follows:

(1) On the perimeter road (outside of the parking area) = 20 mph (miles per hour)

(2) Within the parking areas = 10 mph

b. Use of cell phones (unless hands-free) and other hand-held digital/data devices (talking, texting, or e-mailing) is prohibited while driving on the Installation.

c. Drivers will use caution when approaching formations and pedestrians. Pedestrians have the right-of-way on the Installation.

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d. All drivers must possess valid insurance, state registration, driver's license and license tag/plate.

6. **Guidance on Parking:** The USSOUTHCOM Headquarters Commandant (SC HQ CMDT) Office will maintain a current map and listing of all HQ USSOUTHCOM parking areas on the NIPR SharePoint portal (reference e.). Parking in any non-designated spaces is only permissible on a case-by-case basis if coordinated through the SC HQ CMDT. The following violations are subject to administrative / corrective action, as explained below:

a. Parking alongside curbs, partial curbs, and bends which are not marked as parking spaces is prohibited. Curb parking must be parallel to (and with) the direction of traffic flow and is only permissible when there is a painted parking space on the pavement, in gravel, or grass lots. Curb parking must allow the free flow of traffic into and out of the lot.

b. Parking within 50 feet of an intersection or stop sign.

c. Parking in a marked fire lane or within 15 feet of a fire hydrant.

d. Parking in marked loading/unloading zones for purposes other than temporary loading/unloading.

e. Double parking or blocking another vehicle's ability to move.

f. Improper or fraudulent use of parking passes. This includes lending and sharing passes with a person to whom it was not issued, using another's handicapped pass (or licensed vehicle), and other inappropriate uses of parking passes.

g. Parking in a reserved parking space without displaying an authorized HQ USSOUTHCOM parking pass issued by the SC HQ CMDT for that specific space. This includes parking in the reserved space of another person.

h. Parking in areas painted with diagonal lines is prohibited. Vehicles must be parked between the painted lines which delineate a parking space.

i. Parking in such a manner as to impede the flow of emergency vehicles and traffic lanes, trash dumpsters, entrances, or exits.

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j. Parking in a handicap, DES, vanpool/carpool or Fuel Efficient Low Emission Vehicle (FELEV) space without having the appropriate pass visibly displayed.

k. Parking in such a manner as to present a Force Protection/Anti-Terrorism violation or safety hazard.

l. Parking with a trailer, unless coordinated in advance with SC HQ CMDT (with such exceptions being considered for only exceptional and short-term circumstances, such as needing the trailer for work related event).

7. Corrective Actions:

a. DES is the ticketing authority and is responsible for the enforcement of Installation parking/moving violations. DES will issue tickets (DD Form 1408) to violators. Copies of tickets issued will be given to the violator, the SC HQ CMDT and the original will be maintained by DES. The SC HQ CMDT will provide copy of the ticket to the violator's Director, Commander or Senior Enlisted Leader within 24 hours of violation or the next duty day for counseling. If warranted, DES will provide additional recommendations to the SC HQ CMDT regarding violations.

b. Parking Violation Points System. Those personnel who are cited for parking violations will be awarded points IAW the scale located in enclosure 3 (Parking Violation Point Value). Violators who collect six or more points in a six month period will be subject to having their driving privileges suspended for one month. Violators who collect twelve or more points in a six month period will be subject to having their driving privileges revoked for six months to one-year.

c. If the nature of the violation warrants, DES may immediately recommend the maximum allowable (one year) suspension of driving privileges.

d. Those individuals who are recommended for suspension or revocation of driving privileges will be afforded "due process" in accordance with AR 190-5, para 2-6b.

e. Personnel are also subject to monetary fines or criminal prosecution for offenses otherwise punishable under applicable state laws.

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f. Vehicles are subject to be impounded if they are parked in emergency lanes; handicapped spaces; within 15 feet of fire hydrants; or pose a safety or Anti-Terrorism/Force Protection threat to the Headquarters building and personnel (IAW AR 190-5, Chapter 6). If the vehicle is impounded, the owner will be notified as soon as practical and provided the information to recover the vehicle, at his/her expense.

g. The SC HQ CMDT is the Traffic Violations Review Authority (TVRA). When responding to violations, the TVRA will consider recommendations by the DES, as well as review traffic violation appeals, before making a recommendation concerning disciplinary action. The TVRA will submit disciplinary actions recommendations to the Chief of Staff.

8. General Instructions:

a. Long Term Parking: USSOUTHCOM employees on official deployment or temporary duty (TDY) orders for more than 72 hours may park in the deployed/TDY parking spaces . This provides a long term designated space that will avoid usage of daily parking spaces, and lessen security concerns or the likelihood of the vehicle becoming an obstacle to repair or construction work. Vehicle operators must provide the DES and their directorate POCs with their name, TDY contact information, the vehicle description and information, parking location, dates of TDY/deployment, and a POC remaining in the Miami area that has access to the vehicle to ensure it can be moved if necessary. Such vehicles must display a DA Civilian Police issued parking permit for deployed/TDY personnel.

b. Vanpool / Carpool: Parking is allowed in authorized spaces (See Enclosure 2). In order to use these spaces, personnel must either be enrolled in the local vanpool program through USAG-MIAMI DOL or register their vehicle as a USSOUTHCOM carpool vehicle with the HQ CMDT Office. The carpool pass will be issued to a responsible individual, who will indicate the names and contact information as well as the listing of applicable vehicles of the other normal passengers (pool members) on the pass request. The one pass may be used on any vehicle that is owned/operated by any listed member of that pool. The carpool pass and marked carpool spaces may only be used on days when the vehicle is actually being used to transport the minimum number of three personnel to and from work at USSOUTHCOM. Carpool parking spaces are available from 0600 to 1800 only. Non-registered vehicles may be parked in these spaces before or after the times listed above but must be removed from the space prior to 0600. Passes are issued by the HQ CMDT on a first-come/first-served basis and will be valid for 180 days. Revalidation is required after one year.

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c. Handicap Parking: Handicapped individuals may park in handicapped parking spaces. Official handicapped passes must be visibly displayed on the vehicle rear view mirror in a manner that allows it to be seen from the outside the vehicle (alternatively, a State issued license plate with handicap marking will suffice). Handicapped parking is to be utilized by vehicles driven or currently transporting the person registered on the handicapped permit. If requested by a DES member, personnel using handicap parking spaces must be able to produce current, valid state-certified handicap placard or handicap plates along with registration and proper identification. The Command will not tolerate abuse of handicapped parking status. Handicapped spaces in any lot are available on a first-come, first-served basis to anyone with a valid handicapped parking permit. If, however there are no handicap spaces available, the driver is authorized to park in an FELEV space.

d. Expecting Mother's parking: Two parking spaces located on the east side of the installation have been designated for expecting mothers. You may receive a pass from the HQ Commandant's Office after providing proof of your medical condition.

e. Bicycle Parking: Bicycles may only be parked in bicycle racks on the Installation. Rack locations are indicated on posted parking diagrams. Bicycles parked improperly may be ticketed and removed by DES (including lock removal). DES will contact the HQ CMDT staff for removal and storage of the bicycle in the Installation warehouse and will attempt to locate the owner. DES will photograph and document bicycles before removal and storage.

f. Motorcycle Parking: Motorcycles will park in designated motorcycle parking areas. Unless parked in a by-name reserved space with proper tag, motorcycles parked outside of designated motorcycle parking areas (occupying a space intended for a vehicle other than a motorcycle) will be ticketed.

g. Fuel Efficient Low Emissions Vehicle (FELEV) Parking: Certain vehicles listed as Fuel Efficient are allowed to park in designated FELEV parking spaces. The list of these vehicles can be found on the SC Portal on the HQ CMDT page (https://scportal/cmdgrpspecstaff/COS/HQ_Commandant/Lists/Announcements/DispForm.aspx?ID=15&Source=https%3A%2F%2Fscportal%2Fcmdgrpspecstaff%2FCOS%2FHQ%5FCommandant%2Fdefault%2Easpx). Personnel who have a listed vehicle must contact the DES staff to receive a FELEV sticker to place on their privately owned vehicle. The passes are issued on a first-come/first-served basis. Personnel parking in these spaces without the appropriate pass are in violation of this Policy and may receive a ticket.

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h. Executive (Reserved) Parking: Military and civilian executives assigned to or permanently employed at USSOUTHCOM may park in assigned parking spaces when displaying a numbered parking tag (displayed in the windshield) in their privately owned vehicle. On approval by the Deputy Chief of Staff, the Commandant will issue a parking pass for each privately owned vehicle of the individual. See Enclosure 2.

i. Zone Parking (O-6 / GS-15 / E-9): Military and civilian employees in the grade of O-6/GS-15/E-9 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 or rank sticker in their privately owned vehicle. DES will issue a blue numbered parking sticker for each vehicle owned by the individual. See Enclosure 2.

j. Distinguished Visitor (DV) Parking: Distinguished Visitors as designated by Directors, may park on a first come, first-served basis in DV parking spaces. Protocol will control the use of the DV parking passes. DV vehicles may park as long as necessary to accommodate the visit. Directorates must coordinate DV parking requirements with the USSOUTHCOM Protocol Office and the Commandant at least 24 hours prior to DV arrival. See Enclosure 2.

k. Government Services Administration (GSA) Vehicle Parking: GSA vehicles will park in GSA parking spaces.

l. Conference Parking: USSOUTHCOM has adequate parking to meet routine needs of USSOUTHCOM personnel and guests visiting various conferences. On occasions involving senior leaders, foreign officials, distinguished visitors, government officials, etc, the action officer / event coordinator will need to provide a written request (e-mail) to the SC HQ Commandant First Sergeant for approval. Request must include, name of event, dates, parking location and amount of parking spaces needed. Once approved, SC HQ Commandant will provide cones to the event coordinator (who will be responsible for emplacing) to block the parking spaces requested and DES will enforce reserve parking violations. The Commandant's office may be able to assist putting out cones but will not be responsible for placement of cones.

8. Submit requests for exception to policy through the service member or employee's assigned Directorate to the Commandant's Office for coordination approval.

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9. The point of contact for this memorandum is the SC HQ CMTD at (305)437-3285/3818.

FOR THE COMMANDER:

//////////DIGITALLY SIGNED//////////

J. G. AYALA

Major General, U.S. Marine Corps

Chief of Staff

3 Encls

1. Parking Stickers

2. Parking Map

3. Parking Violation Point Values

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Enclosure 1 — 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 issued by the DES. 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 two hours when displaying a DA Police temporary parking.



Figure 2

Zone Parking. Military and civilian employees in the grade of 06-GS15/E-9 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 in their privately owned vehicle. DES will issue a blue numbered parking sticker for each vehicle owned by the individual.



Figure 3

Zone Parking. Military and civilian employees assigned to USSOUTHCOM owning a Fuel Efficient Low Emission Vehicles may park in zone parking spaces on a first-come/first-served basis when displaying the green leaf numbered parking sticker in their privately owned vehicle. DES will issue a green leaf numbered parking sticker for each vehicle owned by individual. A list of Fuel Efficient Vehicles is at in the HQ Commandant website.

https://scportal/cmdgrpspecstaff/COS/HQ_Commandant/Lists/Announcements/Attachments/15/Authorized%20Energy%20Efficiency%20Vehicle%20List.pdf

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Figure 4

Zone Parking. Military and civilian employees in the grade of GO/SES/DV Directors/Deputy Directors assigned to or permanently employed at USSOUTHCOM may park in assigned parking spaces when displaying numbered hanging pass in their privately owned vehicle. HQ Commandant will issue numbered pass for each vehicle owned by the individual.

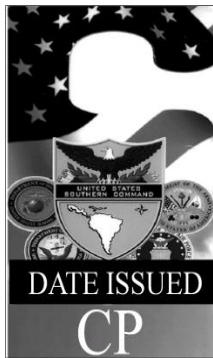


Figure 5

Zone Parking for carpool. Personnel must register their vehicle as a USSOUTHCOM carpool vehicle with the HQ CMTD office. The pass may be used on any vehicle that is owned/operated by any listed member of that pool and visibly displayed in the carpool vehicle. The carpool pass and marked carpool spaces may only be used on days when the vehicle is actually being used to transport the minimum number of three personnel to and from work at USSOUTHCOM. Passes are issued by the HQ CMTD on a first-come/first-served basis and will be valid for 90 days. Revalidation is required after one year.

DEPLOYED/TDY VEHICLE INFORMATION				
Deployment or TDY dates: ___/___/___ to ___/___/___ MM/DD/YY MM/DD/YY				
Vehicle Description:				
Year	Model	Make	Color	Tag
Owner Information:				
Last Name	First	MI	Rank	
Section & Extension		Home Number		Emergency Number
POC at USSOUTHCOM:				
Last Name	First	MI	Rank	
Section & Extension		Home Number		
<small>Note: POC MUST have a key to the vehicle in the event it needs to be moved for construction or other reasons.</small>				

Figure 6

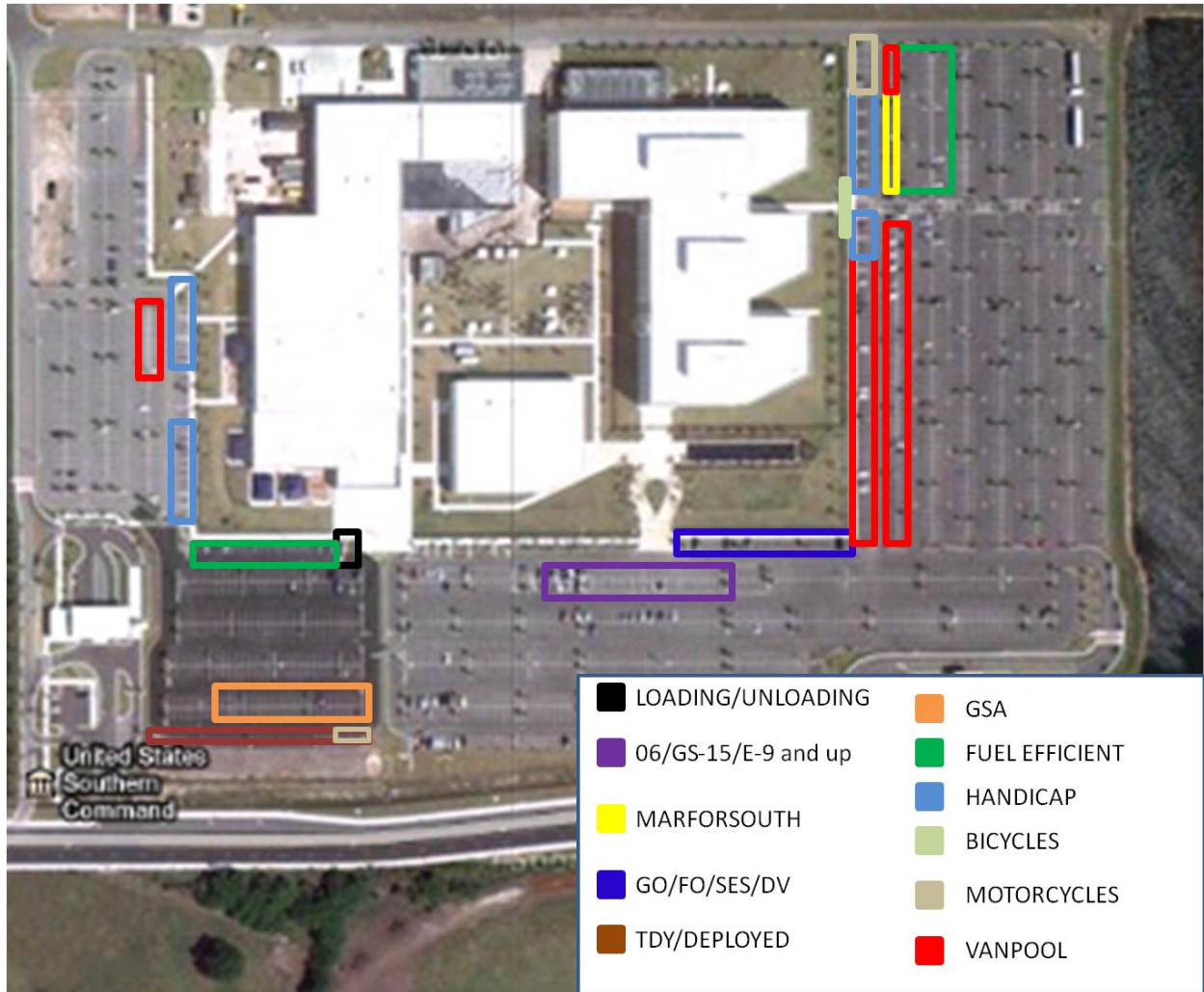
Zone Parking. Military and civilian employees on official deployment or TDY orders for more than 72 hours may park in the Deployed/TDY parking spaces. The vehicle's owner must provide DES and their directorate POC with the TDY Vehicle Information Form to be displayed in the vehicle.

https://scportal/cmdgrpspecstaff/COS/HQ_Commandant/default.aspx?RootFolder=%2fcmdgrpspecstaff%2fCOS%2fHQ%5fCommandant%2fShared%20Library

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Enclosure 2 – Parking Map



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Enclosure 3 (Parking Violation Point Values)

Infraction	Point Value	Remarks
Parking outside of a marked parking space	1	Includes double parking
Within 50 ft of intersection/stop sign	1	
In a marked loading/unloading zone (if not loading/unloading)	1	Vehicle is subject to be impounded
In areas painted with diagonal lines	1	
Fraudulent use of parking pass	2	
In a Reserved space without authority/pass	2	
In a DES, Vanpool, Carpool, Expectant Mother, or FELEV space	2	
Within 15 ft of fire hydrant or marked fire lane	3	Vehicle is subject to be impounded
Impeded the flow of emergency vehicles or other utility traffic (e.g., trash)	3	Vehicle is subject to be impounded
In a Handicap space	3	Vehicle is subject to be impounded