DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO ATTENTION OF

IMBV-PW

16 November 2015

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #35, Authorized Reserved Parking

1. PURPOSE. To provide guidance on designation of reserved parking spaces.

2. APPLICABILITY. This policy applies to any garrison or tenant agency, activity, company or individual who desires designation of reserved parking spaces.

3. POLICY. Open parking on Fort Belvoir must be maximized to accommodate an ever-growing workforce, with reserved parking correspondingly minimized. In general, GSA vehicles must be parked in designated parking locations identified by the Directorate of Public Works, or the Transportation Motor Pool when not in use. All requests for reserved parking must be submitted, in writing, through the Directorate of Public Works (DPW) to the Garrison Commander (GC) for approval. The following criteria will be used to evaluate reserved parking designation requests:

a. The maximum number of parking spaces available should be for first come – first served.

b. Mandatory requirements will be met, to include the appropriate number of handicapped parking spaces, No Parking zones, and any others required by law, regulation, or ordered by the GC.

c. For organizations with fenced enclaves, (i.e., Defense Logistics Agency, Davison Army Airfield, Intelligence and Security Command, etc.), the Agency Commander/Director will be the approving official for reserved parking. Mandatory requirements identified in paragraphs 3b and 3d must be met.

d. Military units are authorized two designated spaces for the commander (O-5 and above) and the assigned unit Command Sergeant Major. Civilian organizations are authorized one designated parking space for the civilian head of the organization. In addition, assigned General Officers and Senior Executive Service employees are authorized designated parking spaces when the facility is their primary place of duty. Any assigned space must be numbered IAW AR 420-1.

e. Three General Officer/Senior Executive Service and three Command Sergeant Major reserved parking spaces will be designated at the Post Exchange and the Commissary. Other spaces may be designated at MWR activities based on business considerations. These spaces are symbolic in nature. All other requests for reserved parking will be submitted with supporting justification through DPW to the GC for approval.

4. PROPONENT. The Directorate of Public Works is the proponent for this policy at 703-806-3116.

MICHELLE D. MITCHELL
Colonel, AG
Commanding

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