



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
851 WRIGHT AVE, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

SEP 9 2012

IMPC-HAW-ZA

MEMORANDUM FOR All Individuals Operating a Motor Vehicle on Army Installations on Oahu

SUBJECT: Policy Memorandum USAG-HI-14, Parking on Army Installations on Oahu

1. Reference. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 06.
2. Definitions.
  - a. Military Organization. Any Department of Defense, state or foreign military unit that is authorized space and support as a tenant on Army installations on Oahu.
  - b. Agency. Any non-military governmental bureau, or the office that represents it, or any private company or civilian organization working with or for the Department of Defense that is authorized space and support on Army installations on Oahu.
  - c. Senior Leader. The term senior leader as it applies to this policy is defined as equivalent to or above the grades of E9, CW5, O5, or GS-14.
3. Purpose. To establish a policy that promotes the most efficient use of on- and off-street parking space on Army installations on Oahu and ensures equitable distribution of reserved parking spaces to eligible military organizations and/or agencies.
4. Applicability. This policy applies to all Soldiers, Civilians, Family Members, contractors, and other personnel who work on, reside on, or visit any Army installations, facilities, or work sites on Oahu.
5. General.
  - a. Unless otherwise directed by law or the direction of law enforcement personnel or an official traffic control device, all vehicles will park only in marked parking spaces and will adhere to posted time limits.
  - b. Parking is prohibited in specified places. Except when necessary to avoid conflict with other traffic or in compliance with law or the direction of law enforcement personnel or an official traffic control device, no person shall park a motor vehicle:

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- (1) On a sidewalk.
- (2) In a crosswalk.
- (3) In front of a driveway.
- (4) At any place narrow enough to make passing difficult, dangerous, or impossible.
- (5) On a roadway or shoulder within 100 feet of the crest of a hill.
- (6) Beside another vehicle parked parallel to the curb or on a roadway shoulder.
- (7) Where official signs prohibit parking, when the curbing is painted yellow, red, or when the roadway is marked in yellow or white.
- (8) Within 20 feet of a fire hydrant, crosswalk, bus stop, or intersection.
- (9) Within 20 feet of a driveway to any fire station or similar emergency facility, on the side of a street opposite the entrance to any fire station or similar emergency facility, or within 75 feet of the entrance.
- (10) Within 30 feet of the approach to any flashing signal, stop sign, yield sign, or traffic control signal located at the side of the roadway.
- (11) On a grassed or seeded areas on USAG-HI installations, unless directed by proper authority.
- (12) In areas with no marked parking spaces.
- (13) In areas around traffic islands and at installation vehicle gates.

c. Parking spaces marked "VISITOR" or "CUSTOMER" are reserved for bona fide visitors and customers of adjacent activities/offices and will not be used by personnel assigned to or working in those activities/offices. The maximum time limit for visitor/customer parking is two hours or as posted.

d. Parking spaces marked "HANDICAPPED" are for the exclusive use of personnel who are handicapped and possess the State of Hawaii-issued permit or Tripler Army Medical Center-issued temporary vehicle decal for handicapped parking.

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e. Riders of Motorcycles, motor scooters, and mopeds will park in striped parking areas generally located at the end of parking lanes. Riders will not park in standard or compact parking stalls. Riders will not park in pedestrian crosswalks or inhibit access to walking lanes, handicapped parking spaces or otherwise impede the flow of traffic.

f. Owners of recreational vehicles (boats, trailers, wave runners, quads, etc) must register and park their vehicles at one of the designated Directorate of Family and Morale Welfare and Recreation (DFMWR) Recreational Vehicle parking lots located at Fort Shafter Flats or Schofield Barracks. Parking recreational vehicles at any other location on Army installations on Oahu is prohibited.

g. Island Palms Community Housing parking areas are for residents and their guests only. (See the Island Palms Housing Resident Guide and Community Standards Handbook.)

h. Limited or reserved parking is effective between 0600-1800 or when a specific activity is operational.

## 6. Reserved Parking.

a. Army Regulation 190-5, Motor Vehicle Traffic Supervision, stipulates that the most efficient use of existing on- and off-street parking space should be stressed on a non-reserved (first-come, first-served) basis. It further states that designation of reserved parking spaces by name, grade, rank, or title should be avoided.

b. To promote more efficient use of existing on- and off-street parking spaces and greater alignment of existing reserved parking allocation practices and procedures with current guidance, USAG-HI will employ a "whole parking lot" management approach to parking lots. Accordingly, the following measures are implemented.

(1) The number of reserved parking spaces in an applicable parking lot will be limited to 20% of the total number of parking spaces in that parking lot, rounding up one reserved parking space in the event of a partial reserved parking space tabulation.

(2) Reserved parking spaces will be marked and identified using an alphanumeric only designation system, e.g., "RES 1A-01" or "RES 1-01" (Lot designation – Space #) up to the total of 20% of the applicable parking lot.

(3) Military organizations and/or agencies will be allocated a proportionate number of the 20% of reserved parking spaces based on their senior leader building occupancy data.

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(4) Numbered reserved parking permits corresponding to the numbered reserved parking spaces will be issued for display to identify authorized reserved parking recipients.

(5) Changes to senior leader building occupancy data will trigger adjustments (up or down) to the total allocation of reserved parking spaces per military organization and/or agency, but not to the total number of reserved parking spaces per parking lot.

(6) Subject to paragraph 6.b.(6), parking lots with existing reserved parking spaces will remain at their current reserved parking space number and distribution levels, even if they exceed the 20% cap imposed by this policy. These parking lots will be re-stenciled to reflect the new alphanumeric-only designation system and reserved parking permits will be issued to impacted military organizations and agencies based on their existing reserved parking space distribution levels. Parking lots with existing reserved parking spaces below the 20% cap will be considered on a case-by-case basis for additional reserved parking spaces up to the 20% cap. The Garrison Executive Officer is the final approval authority for case-by-case consideration for additional reserved parking spaces in this instance. These requests must be routed through the Directorate of Emergency Services (DES) Reserved Manager/DES Operations Office.

(7) Due to the limited number of parking spaces and high senior leader population density, senior leaders will only be authorized reserved parking in their primary permanent place of duty. There will be no additional reserved parking in parking lots on or around Palm Circle on Fort Shafter.

## 7. Responsibilities.

### a. Military Units, Garrison Directorates and Civilian Organizations or Agencies:

(1) If your unit or agency is the primary building occupant, designate a primary and alternate point of contact to serve as the unit or agency's Reserved Parking Space Coordinator. Your Reserved Parking Space Managers will serve as the liaison between your agency and the Directorate of Emergency Services (DES) Reserved Manager.

(2) Determine the assignment of allocated reserved parking permits to select personnel in accordance with command or agency guidance.

### b. Reserved Parking Space Managers:

(1) Develop and maintain a Reserved Parking Plan for their assigned parking lot and provide a copy of that plan to the Directorate of Emergency Services (DES) Reserved Manager/ DES Operations Office.

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(2) Coordinate directly with the Directorate of Emergency Services (DES) Reserved Manager/ DES Operations Office to ensure effective implementation and administration of reserved parking allocation practices and procedures.

(3) Distribute reserved parking permits to approved/authorized personnel based on the allocation of reserved parking spaces and in accordance with command or agency guidance.

(4) Identify and coordinate directly with subordinate Reserved Parking Space Managers to obtain their senior leader building occupancy rosters in buildings that are shared with multiple military organizations and/or agencies. Distribute the proportionate allocation of reserved parking permits to subordinate Reserved Parking Space Managers as required.

(5) Report any changes to senior leader building occupancy rosters to the Directorate of Emergency Services (DES) Reserved Manager/ DES Operations Office.

(6) Periodically review the Reserved Parking Plan in coordination with the Directorate of Emergency Services (DES) Reserved Manager/ DES Operations Office to ensure that allocation of reserved parking spaces is proportionate to senior leader building occupancy data.

c. Directorate of Emergency Services (DES) Reserved Manager/ DES Operations Office:

(1) Identify applicable parking lots for 20% reserved parking space allocation in coordination with the USAG-HI Directorate of Public Works (DPW).

(2) Coordinate directly with the military organizations' and/or agencies' Reserved Parking Space Manager to ensure effective implementation and administration of reserved parking allocation practices and procedures.

(3) Distribute standardized reserved parking permits to military organizations and/or agencies.

(4) Periodically inspect military organizations and/or agencies to ensure that allocation of reserved parking spaces is proportionate to senior leader building occupancy data.

d. USAG-HI DPW:

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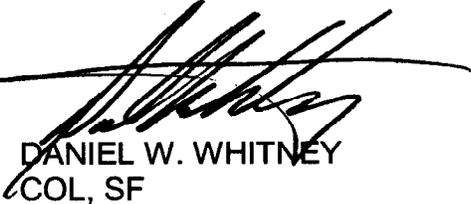
(1) Assists Directorate of Emergency Services (DES) Reserved Manager/ DES Operations Office in identifying applicable parking lots for 20% reserved parking space allocation.

(2) Stencils and paints reserved parking spaces in applicable parking lots in accordance with the alphanumeric-only designation system.

8. Enforcement. Military and DA Police are responsible for enforcement of all reserved/restricted/prohibited parking areas and violators are subject to the issuance of a DD Form 1408 (Armed Forces Traffic Ticket).

9. This policy supersedes policy memorandum USAG-HI-14, SAB, dated 11 May 10 and remains in effect until cancelled or superseded in writing.

10. Point of contact for this memorandum is the Directorate of Emergency Services (DES) Reserved Manager/ DES Operations Office at 808-656-6750 or 808-656-5398.



DANIEL W. WHITNEY  
COL, SF  
Commanding

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