



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEHOE BAY HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 5560.11B
PMO
23 May 14

BASE ORDER 5560.11B

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: PARKING POLICY FOR MARINE CORPS BASE (MCB) HAWAII

Ref: (a) MCO 5110.1D
(b) BaseO 5560 Base Motor Vehicle and Traffic Regulations
(c) Uniform Federal Accessibility Standards

Encl: (1) Example Request for Assignment of Reserved/Restricted Parking
Spaces Aboard Marine Corps Base Hawaii

1. Situation. This Order establishes policy for vehicle parking aboard MCB Hawaii, in accordance with the references.

2. Cancellation. BaseO 5560.11A.

3. Mission. To promulgate procedures for the establishment, marking and assignment of reserved, restricted, and unrestricted parking spaces within parking lots aboard MCB Hawaii to include Kaneohe Bay, Camp H. M. Smith, Camp H. M. Smith Training Facility (Pu'uloa Range), Marine Corps Training Area Bellows, and Manana Housing Area.

4. Execution

a. Commander's Intent. Reference (a) stresses that the most efficient use of existing on and off-street parking is on a non-reserved (i.e. first-come, first-served) basis. Illegal parking contributes to congestion and slows traffic flow. Strong enforcement of parking restrictions results in better use of available parking and reduces conditions causing traffic accidents. Reference (b) provides further information concerning parking enforcement.

b. Concept of Operations. Priorities for parking assignments are as follows:

(1) Government motor vehicles.

(2) Privately owned motor vehicles (POVs) of disabled or handicapped personnel.

(3) Reserved parking spaces designated by category of eligible personnel. Designation of parking spaces by name of individual, grade, rank, or title will be avoided except as noted below:

(a) Certain spaces designated for flag/general officers, civilian equivalents, colonels/Navy captains, Warrant Officer 5s, and E-9s (sergeants major, master gunnery sergeants, master chiefs, and chief master sergeants).

(b) Parking spaces adjacent to building 1/main building complex, Camp H. M. Smith and building 216, Kaneohe Bay.

(4) Service-type activities (Marine Corps Exchange, commissary, fitness center, dive shop, etc.) will ensure that employees and regularly assigned military personnel do not use customer spaces in the immediate vicinity of the activity. Customer or visitor spaces should include all spaces available near or in the vicinity of the main entrance to the activity. Regularly assigned military personnel and employees should use parking spaces located in the most distant spaces available within the activity's assigned parking area.

5. Coordinating Instructions

a. Definitions

(1) Reserved: A parking space or area that designates a specific vehicle, billet, category of vehicle or individual.

(2) Restricted: A parking space or area that designates specific times, category of personnel, or limits the length of time that any vehicle may remain parked.

(3) Handicapped Only: A parking space or area that designates only POVs displaying a State of Hawaii disabled persons parking permit may park.

(4) Unrestricted: A parking space open for anyone to park.

b. Request/Assignment of Reserved/Restricted Parking Spaces

(1) The CO, MCB Hawaii is the approving authority for all reserved/restricted parking aboard the Installation. Reference (b) addresses restricted parking on the flight line. Activities desiring to establish reserved/restricted parking spaces will request approval from the CO, MCB Hawaii (Attn: Base Inspector) for Kaneohe Bay; requests for Camp H. M. Smith will go via the CO, Headquarters and Service Battalion (HQSVCBN) prior to being forwarded to the CO, MCB Hawaii (Attn: Base Inspector). Activities should forward each request for reserved/restricted spaces using enclosure (1) as a guide.

(2) The approval of reserved/restricted parking spaces will be accomplished according to the following criteria:

(a) Reserved parking spaces for POVs of assigned members of a unit will be allocated based upon quota allocation of not more than seven percent of the latest table of organization or non-appropriated fund instrumentality manning list. The quota allotted to each organization will be the total number of reserved parking spaces for that unit including remote shop, barracks, and headquarters locations.

(b) Per reference (c), existing buildings and/or facilities or portions thereof that may be open to the public, or may be used by the public during the conduct of normal business, or may be used by the physically handicapped persons employed or seeking employment at such building or facility, shall be accessible. If any building falls into that category they are required to provide the minimal accessible parking stalls and signage. Additionally, the path of travel to these buildings shall incorporate

accessible ramps, handrails, sidewalks (if required) and be free from protruding objects. Military exclusions apply to facilities where all work is performed by able-bodied military personnel and in general all facilities that are intended for use or occupancy by able-bodied military personnel only. Any portion of a building not occupied by able-bodied personnel shall, as noted above, be accessible. Examples of excluded facilities/rooms are Reserve and National Guard facilities, closed messes, vehicle and aircraft maintenance rooms, etc. As a general rule, facilities open to the public shall be accessible. Requests for handicapped spaces shall be forwarded using enclosure (1). These spaces shall be located as close as possible to the primary entrance used by the handicapped employees or customers. The number of accessible parking spaces required depends on the total number of parking stalls in the lot and is based on one per every 25 parking spaces. For example:

Total Parking in Lot	Minimum Accessible Stalls
1-25	1 (van accessible)
26-50	2
51-75	3
76-100	4

(3) Approval for government vehicle spaces will be based upon the number of government vehicles assigned to a specific organization as validated by the MCB Hawaii Facilities Department Motor Transport Division or appropriate motor transport organization.

(4) Upon approval of a reserved/restricted parking request, the Base Inspector aboard Kaneohe Bay or CO, HQSVCBN aboard Camp H. M. Smith will initiate and forward a work request (NAVFAC 9-11-14/20) to have the affected area marked as set forth in paragraph 5.c. below. The Base Inspector or CO, HQSVCBN will forward a copy of the work request to the requesting unit.

(5) Upon receipt of the copy of the work request, the requesting unit is responsible for tracking the progress of the work request and for coordinating with the Facilities Department Maintenance Division or Camp H. M. Smith Facilities Division.

(6) The Base Inspector and CO, HQSVCBN shall maintain a listing of approved reserved/restricted parking spaces. Per reference (b), organizational traffic safety monitors and the Provost Marshal's Office (PMO) may commence enforcement actions once the parking space is marked.

c. Marking of Spaces

(1) Reserved. Yellow or white lines will separate reserved parking spaces. Each reserved space will have the word "RESERVED" painted in six-inch block yellow or white letters at the entrance to the space. Reserved spaces shall not be marked with any other characterization unless authorized.

(2) Restricted. Yellow or white lines will separate restricted parking spaces, with the restricted time limits painted in six-inch block yellow or white letters at the entrance to each space.

(3) Handicapped. Blue lines will separate handicapped parking spaces. The proper handicapped symbol further designates the space.

(4) Unrestricted. White lines will separate unrestricted parking spaces.

(5) Off-pavement. Off-pavement parking areas are designated in various locations aboard the installation. The preferred method of designating off-pavement parking is by the use of cement parking barriers or wheel limiters. Additional off-pavement parking may be authorized for special events. Parking off-pavement in all other areas is prohibited.

(6) The painting of parking signs on the side of any building is prohibited, except for Camp H. M. Smith. All existing painted signs will be removed.

(7) The placement of any signs on stakes imbedded into the ground to mark a reserved or restricted parking space is prohibited. Camp H. M. Smith and beach parking signs are excluded from this restriction.

d. Enforcement of Parking Regulations

(1) General parking regulations, enforcement, and penalties are contained in reference (b).

(2) People should report all violations of reserved and restricted parking regulations to the PMO desk sergeant at 808-257-2123 for appropriate action.

(3) PMO will issue a Federal Magistrate Citation for handicapped parking violations, and an Armed Forces Traffic Ticket for all other parking violations. Both forms of citation require adjudication of guilt or innocence through the MCB Hawaii traffic court. Per reference (b), traffic safety monitors are authorized to conduct parking enforcement in their organization's assigned areas and issue traffic citations.

(4) An illegally parked vehicle may be ticketed, impounded, immobilized, or removed from the installation at the owner's expense. For the first offense in a six-month period, a violator may be issued a citation and assessed driver's license points, per reference (b). For the second offense in a six-month period, a violator's vehicle may be towed off base by a civilian towing company or a vehicle immobilization device may be applied, and installation driving privileges may be suspended for a minimum 30 days.

(5) A guilty finding for illegally parking in a space reserved for a flag/general officer, colonel/Navy captain, Warrant Officer 5, E-9 or for illegally parking in a handicapped space may result in the administrative suspension of driving privileges for a minimum 30 days.

4. Administration and Logistics. Recommendations concerning the contents of this Order are welcome and should be submitted via the appropriate chain of command to the CO, MCB Hawaii (Attn: Base Inspector).



BRIAN ANNICHIARICO

DISTRIBUTION: A

UNIT HEADER

From: Commanding Officer, (Requesting Organization)
To: Commanding Officer, Marine Corps Base Hawaii (Attn: Base Inspector)
Via: (if applicable) Commanding Officer, Headquarters & Service Battalion,
Camp H. M. Smith

Subj: REQUEST FOR RESERVED/RESTRICTED PARKING SPACES

Ref: (a) BaseO 5560.11B

Encl: (1) Map of Requested Parking Spaces

1. (For Reserved Spaces) Per the reference, request allocation of reserved parking spaces to this command. Table of Organization (T/O) # allocated persons to (command) seven percent of the T/O strength equates to authorized reserved spaces.

2. (For Restricted/Handicapped Spaces) Per the reference, request allocation of restricted (or handicapped) parking spaces for use by this command. These parking spaces will be used as (handicapped visitor, government vehicle, limited time parking, etc.)

3. Justification (Please provide detailed justification for the request).

I. M. REQUESTOR

Enclosure (1)