



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAI'I
BOX 63002
KANEHOE BAY HAWAI'I 96863-3002

MCBHO 5560.11C
PMO

26 APR 24

MARINE CORPS BASE HAWAII ORDER 5560.11C

From: Commanding Officer
To: Distribution List

Subj: PARKING POLICY FOR MARINE CORPS BASE HAWAI'I

Ref: (a) MCO 5110.1D
(b) MCBHO 5560.2
(c) Uniform Federal Accessibility Standards

Encl: (1) Example Request for Reserved/Restricted Parking
Spaces

1. Situation. In accordance with the references, this Order establishes policy for vehicle parking aboard Marine Corps Base Hawai'i (MCBH).

2. Cancellation. Base Order 5560.11B.

3. Mission. To promulgate procedures for the establishment, marking, and assignment of reserved, restricted, and unrestricted parking spaces within parking lots aboard MCBH to include Kaneohe Bay, Camp H. M. Smith, Pu'uloa Range Training Facility, 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:

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(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 is designated for POVs displaying a State of Hawai'i disabled persons parking permit.

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

b. Request/Assignment of Reserved/Restricted Parking Spaces

(1) The CO, MCBH 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, MCBH (Attn: Director, S-7) for Kaneohe Bay; requests for Camp H. M. Smith will be routed via the CO, Headquarters and Service Battalion (HQSVCBn) prior to forwarding to the CO, MCBH (Attn: Director, S-7). 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 an 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), 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 that may be used by physically handicapped persons employed or seeking employment at such building or facility, shall be accessible. Each of the above facilities shall provide physically handicapped 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 designated handicapped space for every 25 parking spaces. For example:

<u>Total Parking in Lot</u>	<u>Minimum Accessible Stalls</u>
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 MCBH Facilities Department, Motor Transport Division, or appropriate motor transport organization.

(4) Once a reserved/restricted parking request is approved, the Director, S-7 or CO, HQSVCBn will initiate and forward a NAVFAC 9-11-14/20 to have the space marked in accordance with paragraph 4d below. The Director, S-7 or CO, HQSVCBN will forward a copy of the work request to the requesting unit.

(5) 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 as appropriate.

(6) The Director, S-7 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) Camp H. M. Smith and beach parking signs may be placed on stakes embedded into the ground. All other signs will be painted on the curb or entrance to the parking stall.

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 or Armed Forces Traffic Ticket 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 MCBH 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. Administration and Logistics

a. Recommended changes to this Order should be submitted to CO, MCBH (Attn: Director, S-7) via the appropriate chain of command.

b. This Order can be accessed on-line via MCBH SharePoint site at: <https://eis.usmc.mil/sites/mcbhmpa/Adjutant/Base%20Directives%20and%20Policies/Forms/MCBH%20Forms.aspx>.

c. Records. Documents created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

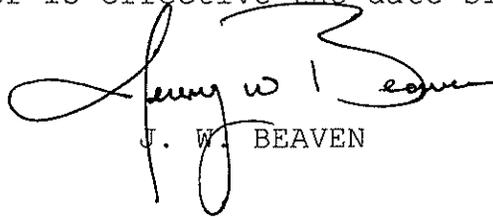
d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974.

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6. Command and Signal

a. Command. This Order is applicable to all MCBH subordinate and tenant commands personnel.

b. Signal. This Order is effective the date signed.



J. W. BEAVEN

DISTRIBUTION: A

UNIT LETTERHEAD

From: Commanding Officer, (Requesting Organization)
To: Commanding Officer, Marine Corps Base Hawaii
(Attn: Director, S-7)
Via: (if applicable) Commanding Officer, Headquarters &
Service Battalion, Camp H. M. Smith

Subj: REQUEST FOR RESERVED/RESTRICTED PARKING SPACES

Ref: (a) MCBHO 5560.11C

Encl: (1) Map of Requested Parking Spaces

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

I. M. COMMANDER

Enclosure (1)