

Department of the Army
USAG-Rock Island Arsenal
1 Rock Island Arsenal
Rock Island, IL 61299-5000

*RIAR 190-2

9 August 2007

Installations

RESERVED PARKING PROGRAM

Applicability. This regulation applies to all military personnel and civilian employees of on-post agencies serviced by the USAG-RIA who choose to participate in the Reserved Parking Program.

Proponent. The proponent of this regulation is the USAG-Rock Island Arsenal Force Protection Directorate (AMSTA-RI-FP). Users are invited to send comments and suggested improvements to AMSTA-RI-FP, USAG-Rock Island Arsenal, 1 Rock Island Arsenal, Rock Island, IL 61299-5000, email AMSTA-RI-FP@ria.army.mil.

Distribution. Publication is available on the USAG-RIA Home Page and users are authorized to print this publication as required. Distribution will not be made by proponent organization.

Supersession Notice. *This regulation supersedes RIAR 190-2, 1 Jun 2002.

//signed//
ALAN G. WILSON
Garrison Manager

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1. Purpose. This regulation prescribes the local implementing policies and controlling procedures for the USAG-RIA Reserved Parking Program to include handicapped, executive, discretionary, carpool, and visitor parking.

2. References:

- a. AR 190-5, Motor Vehicle Traffic Supervision, 25 Jan 2006.

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- b. RIA Form 190-18, Permanent Handicapped Permit, Dec 2001.
- c. RIA Form 190-19, Temporary Handicapped Permit, Apr 2002.
- d. RIA FL 190-1, Reserved Parking Space for Handicapped Personnel, Feb 2002.

3. Acronyms/Terms.

a. Handicapped. A person who is unable to walk in excess of 200 feet unassisted, or cannot walk without causing serious detriment or injury to their health.

b. Executive. Commanders, Deputy Commanders (to include the Garrison Manager and Deputy GM), Sergeants Major, members of the Civilian Executive Service (SES), GM/GS-15s, NH4 directorate level management officials, Supervisor/Management directorate level officials in NSPS pay band 3, and military grade of Colonel (and above) and CWO5.

c. Discretionary. Reserved parking spaces totaling 1.5 percent of the total authorized strength of the activity which the Commander or head of the organization will allocate at their discretion.

d. Carpool. Three or more personnel employed by an organization covered by this regulation who ride to and from the installation complex a minimum of 4 days a week, except when on approved leave or temporary duty (TDY) travel.

e. Visitor. Visitors to the installation and employees of the installation who are visiting a building in which they are not employed.

f. Service Vehicle. A commercial or privately owned vehicle which is used to provide or accomplish a service.

4. Responsibilities.

a. AMSTA-RI-FPS is responsible for:

(1) Functioning as the Personnel Transportation Coordinator (PTC) for the central direction, control and coordination of all parking lots, and all parking program activities.

(2) Assignment of handicapped, executive, and carpool parking spaces.

(3) Verifying all initial carpool registrations/validations.

(4) Fielding and initiating action regarding allegations of fraud.

(5) Requesting new, moving existing, and/or the removal of parking signs IAW the Directorate of Public Works (AMSTA-RI-PW) signage guidance.

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b. AMSTA-RI-PW is responsible for the establishment and maintenance of all parking areas and guidance with regards to parking signage.

c. US Army Health Clinic (MCXM-PMA) is responsible for reviewing and acting on requests by physically challenged personnel for reserved parking assignments and reviewing requests for the continued use of handicapped parking assignments.

d. Law Enforcement Division (AMSTA-RI-FPL) is responsible for issuing parking tickets to offenders, tracking the number of tickets issued to an offender, and investigating allegations of fraud.

e. Commanders and heads of activities are responsible for the distribution of discretionary reserved parking spaces and the notification of such distribution to the PTC.

f. Carpool Coordinators will be responsible for registering the carpool with the PTC, submitting the semiannual revalidation with the PTC, and reporting all changes (membership, lots, etc.) after initial issue and/or revalidation to the PTC.

5. Policies.

a. All reserved parking assignments will be made IAW this regulation to ensure fair and equitable treatment for all. Whoever, in any matter within the jurisdiction of this office, knowingly and willfully submits or makes use of false, fictitious writings or documents to obtain a reserved parking space (or more than one reserved parking space) will lose their reserved parking privileges and may not reapply for privileges for a minimum of 6 months and may be subject to other appropriate administrative sanctions. In addition, falsification may result in criminal charges.

b. Personalized parking signs are not authorized, with the exception of the positions identified in Appendix A.

6. Procedures.

a. Handicapped Parking.

(1) Handicapped personnel will visit MCXM-PMA and present written documentation of their handicapped condition or present state certification to the PTC.

(2) MCXM-PMA will review the condition as written by the individual's personal physician or request additional information concerning such condition from the private physician. It is the responsibility of the individual requesting the reserved parking space to obtain the additional information so a decision can be made. MCXM-PMA may disapprove a request for a handicapped parking space. Upon disapproval, reasons for such action will be provided. Upon approval, MCXM-PMA will complete a RIA FL 190-1, and forward the approval to the PTC.

(3) The PTC will make the reserved parking space assignment, taking into consideration special needs such as vehicle ingress/egress,

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access to elevators and ramps, etc., and prepare a RIA Form 190-18 (Permanent) or RIA 190-19 (Temporary), as required. Automated records will be kept of all handicapped spaces assigned, as well as the expiration dates of all permits issued.

(4) This procedure will be followed for the initial request and for revalidation when required. Handicapped permits will be returned to the PTC upon expiration, transfer, or separation.

b. Executive and Discretionary Parking.

(1) The PTC will make initial assignments IAW the criteria for executive personnel based on the organizational Table of Distribution and Allowances (TDA) and maintain an automated database of executive reserved parking assignments. The PTC will allocate 1.5 percent of the activities' authorized strength for discretionary reserved parking.

(2) Commanders and heads of activities will allocate the discretionary parking and promptly inform the PTC of changes in organizational structure which would impact the Executive or Discretionary Parking Program and changes in personnel to ensure an accurate accountability of space assignments is maintained.

c. Carpool Parking.

(1) To qualify for carpool reserved parking, carpools must consist of three or more personnel employed by an organization covered by this regulation, and each carpool member must participate no less than 4 days a week, except when on approved leave or TDY.

(2) Carpool participants will designate a carpool member to act as their carpool coordinator. The coordinator will obtain registration paperwork from AMSTA-RI-FPS and ensure it is completed by all participants. After completion, the paperwork will be provided to the PTC.

(3) The PTC will review initial applications and contact the carpool coordinator when a space in the lot requested becomes available. The PTC will issue a map identifying the location of the space and a list of rules concerning the use of reserved parking. The master reserved parking database will be updated.

(4) All assigned carpool spaces will be revalidated every 6 months. One week prior to the provided expiration date, the Carpool Coordinator will obtain revalidation paperwork from AMSTA-RI-FPS and ensure it is completed by all current members. All revalidations must be submitted to the PTC by the expiration date provided. Failure to do so will result in the loss of the reserved parking privileges and the space will be reissued to the next carpool on the waiting list. If a carpool is unable to revalidate within the designated timeframe due to illness, leave, etc., arrangements must be made with AMSTA-RI-FPS prior to the expiration of the permit.

(5) All revalidations will be reviewed by the PTC, the members verified and any changes will be made to the master reserved parking database.

(6) All changes in carpool membership, lots, etc., are to be reported to the PTC. When a three member carpool disbands, the remaining members have 2 weeks to find another carpool member. If none is found, the Carpool Coordinator will notify AMSTA-RI-FPS, and the space will be rescinded.

(7) When the number of carpools eligible to park in a specified lot exceeds the capacity, applicants will be placed on a waiting list. Placement is determined first by the number of eligible members riding in the carpool. When two or more carpools have the same number of eligible members, the combined years of service of all members is then totaled. The carpool with the highest number of years will be placed first.

d. Enforcement. To insure program integrity and effectiveness, the AMSTA-RI-FPL will aggressively enforce parking restrictions when a complaint is received by an individual who is assigned the reserved parking space. There will also be a systematic program established to ensure vehicles parked in visitor parking areas are identified and ticketed when the time limitation is exceeded.

e. Fraud. All complaints of fraud, anonymous or otherwise, will be pursued by the PTC. The first step of a carpool fraud will be a memorandum forwarded to each carpool member reminding them of the carpool rules and advising them that they are the subject of an allegation of fraud (Appendix B). The carpool will have 5 work days to return the carpool permit. If the permit is not returned, the allegation will be forwarded to the USAG-RIA Criminal Investigator (AMSTA-RI-FPL) for action. All other allegations of fraud will be investigated promptly.

Appendix A

AUTHORIZED PERSONALIZED PARKING SIGNS

Commanding General

Commander

Deputy Commander

Chief of Staff

Command Sergeant Major

Sergeant Major

Garrison Manager

Deputy Garrison Manager

Appendix B

SAMPLE - ALLEGED CARPOOL FRAUD LETTER

AMSTA-RI-FPS (190-5)

MEMORANDUM FOR

SUBJECT: Alleged Carpool Fraud

1. This is official notice that you have been named as the subject of an alleged carpool fraud which was reported to the Security and Intelligence Division (AMSTA-RI-FPS).
2. The requirements for participation in the RIA Carpool Program include driving/riding as a member of three or more persons in a carpool for a distance of at least 1 mile at least 4 days per week, with the exception of situations which preclude travel with the carpool on any given day; e.g., leave, TDY.
3. Falsification may result in criminal charges. In addition, action will be taken to suspend driving and parking privileges on RIA for a period of not less than 6 months.
4. If you are unable for any reason to meet the requirements for participation in the RIA Carpool Program, you are required to notify AMSTA-RI-FPS NLT 5 work days from receipt of this notice.
5. All members of your carpool have been appropriately notified of this allegation. In addition, if you do not contact AMSTA-RI-FPS, the Law Enforcement Division is required to formally investigate this allegation of fraud.
6. The point of contact is the undersigned, extension 22872, E-mail schwindtg@ria.army.mil.

GWEN K. SCHWINDT
Personnel Transportation Coordinator