



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134

IN REPLY REFER TO
5560
G4 LOG
NOV 06 2020

POLICY LETTER 3-20

From: Commanding General, Education Command
To: Distribution List

Subj: EDUCATION COMMAND PARKING ASSIGNMENTS

Ref: (a) MCBO 11104.1B w/Ch1
(b) MCBO 11100.1 w/Ch1
(c) MCBO 5560.1A
(d) MCBO P5560.2D

Encl: (1) Campus Reserved Parking Authorization List
(2) Parking Order Layout
(3) Aerial View

1. Purpose. To efficiently and effectively maximize available parking opportunities for permanently assigned personnel and guests conducting business at Marine Corps University (MCU) and comply with force protection orders.

2. Cancellation. This policy takes effect the date signed and cancels all previous parking policies and directives at that time.

3. Background

a. In accordance with the provisions of references (a), (b), and (c), the Commanding General, Education Command (CG, EDCOM) has overall Area Coordinator responsibilities for the MCU campus and the surrounding area, currently bounded by the Waste Water Treatment Plant (excluded), Quantico Town, the railroad tracks, and the Potomac River.

b. MCU area parking availability continues to prove challenging, exacerbated by consolidation of MCU within the main campus, increasing area staffs and the growing popularity of the Gray Research Center (GRC), Ellis Hall, Breckinridge Hall, and Warner Hall for activities and conferences and the conversion of Battle Staff Training Faculty to Marine Corps Warfighting Lab (MCWL) Headquarters (HQ). These challenges have been reviewed with the objective of ensuring compliance with Department of Defense (DoD) parking policies while maximizing the use of our facilities and providing the greatest convenience to personnel permanently assigned to the MCU area.

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4. Action. This policy will be applicable to all organizations listed in the distribution. In accordance with reference (d), illegally parked vehicles will be subjected to ticketing and/or towing. Any requests for additional permanent marking or assignment of parking spaces shall be forwarded to the CG, EDCOM (Attn: Director, Facilities and Logistics). Requests submitted directly to Marine Corps Base (Public Works) will be returned without action. Spaces found to be marked without appropriate authority and not in compliance with this plan will have the markings removed. No personnel will be provided permanent reserved parking if they have other reserved parking elsewhere on the base. The following guidelines will be adhered to:

a. Reserved Parking. Reserved parking spaces will be assigned aboard the MCU area for the personnel designated by the CG, EDCOM. Wherever possible, spaces will be marked "Reserved" with an assigned number. Enclosure (1) lists all MCU Campus By-Billet reserved parking spaces. No spaces within the parking structure Bldg 2050 will be reserved.

b. Distinguished Visitors (DV) / Very Important Person (VIP) Parking. DV/VIP reserved parking that is extended to General Officers, Flag Officers, Senior Executive Service personnel, those with DV code assigned in the U.S. Precedence Order and equivalent foreign representatives are coordinated and prioritized through CG EDCOM (Attn: Protocol Officer). Requests should be submitted in a timely manner via email, phone, or in person. All parking signage will be generated and posted by Protocol for all DV/VIP reserved parking spaces in the vicinity of Breckinridge and Ellis Hall. Due to a limited number of DVs/VIPs that are visiting MCU or MCWL HQ, all DV/VIP reserved parking space requests will be approved and prioritized by MCU Protocol. All spaces in front of GRC are considered DV/VIP spaces and are coordinated through the GRC. They will handle the generation and placement of all DV/VIP signs in the half circle.

c. Permanently Assigned Active Duty Military, DoD Civilians, and Contractor Personnel. Personnel permanently assigned to MCU and tenant organizations within the MCU area of responsibility may park in the faculty/staff parking areas on a first come, first served basis. These parking areas will be clearly marked, "Staff Parking". Only those By Billet reserved parking personnel will be issued parking permits.

d. Students and Visitors. Personnel not covered in paragraphs 4a, 4b, and 4c may park in the open parking areas. Any parking space not specifically marked or identified is considered open. The MCU parking structure, across from the GRC, is considered open parking.

e. Civilian DoD Master Labor Agreement. Parking stipulations specified in the DoD Master Labor Agreement (MLA), and the accommodation of health problems will be determined on a case by case basis by the MCU Director, Facilities and Logistics. These spaces will be designated and marked by billet and organization. A letter has been forwarded to the local DoD Civilian Union Representative annotating this policy for affected DoD civilian personnel.

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f. Americans With Disabilities Act (ADA) Parking Requirements. ADA parking spots have been designated throughout the area. Only personnel with a disability are authorized to use a handicapped parking space, regardless of whether there is a handicapped license plate or hang tag on the car. These spaces are for the disabled, not for the convenience of their non-disabled family members. Unauthorized vehicles parked in these spaces will be ticketed and/or towed in accordance with reference (d). If additional permanent parking is required for ADA employees and visitors, please notify the CG, EDCOM (Attn: Director, Facilities and Logistics) for assistance.

g. Traffic Flow. All vehicle traffic entering the Breckinridge complex via South Street should flow one-way, clockwise, around the front and back of Dunlap Hall, Breckinridge Hall, Ellis Hall, and MCWL HQ. The maximum speed limit behind these buildings is 10 MPH.

h. Government Owned Vehicle (GOV) Parking. Government vehicles at Breckinridge, Dunlap, Ellis, and the MCWL HQ will utilize permanently designated GOV spaces only. Two GOV spaces are permanently designated at the Breckinridge Complex. Authority to permanently mark additional GOV parking spaces must be requested to the CG, EDCOM (Attn: Director, Facilities and Logistics).

i. MCU Area Tenants. This order has been coordinated with MCU area tenants. Following information applies to parking in the MCU area.

(1) Marine Corps Wargaming Division, Futures Directorate, Marine Corps War Fighting Laboratory. The Wargaming Division is located in Breckinridge Hall. Wargaming personnel identified in Enclosure (1) will be issued a MCU staff parking permit from the MCU Facilities and Logistics Office.

(2) Marine Corps Warfighting Lab, Headquarters (MCWL HQ). The MCWL HQ is located in Building 2084. MCWL HQ personnel identified in Enclosure (1) will be issued a MCU staff parking permit from the MCU Facilities and Logistics Office. All DV/VIP reserved parking may be requested through CG, EDCOM (Attn: Protocol Officer) and will be approved and prioritized based on the space availability.

(3) Navy Community College (NCC). The NCC staff is located in Building 3094. NCC personnel identified in Enclosure (1) will be issued a MCU staff parking permit from the MCU Facilities and Logistics Office.

(4) Marine Corps Association (MCA). Reserved parking for the MCA will be determined by their respective Chief Executive Officers and marked accordingly. MCU area staff parking permits will not be issued to these personnel.

j. Previously Reserved Spaces. All spaces previously designated will be reassigned in accordance with this policy. The MCU Facilities and Logistics Office will be responsible for ensuring all parking spaces are appropriately marked.

k. Special Event Parking. All special events to be conducted within the MCU campus will be coordinated with MCU Protocol and Facilities and Logistics. Requests for block parking will be directed to the Director, Facilities and Logistics for approval. MCU will authorize the use of the parking spaces but will not be responsible for placing the signs or

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traffic cones, controlling access to those spaces, or cleaning up afterward that remains the responsibility of the requestor.

l. Parking Prohibitions. Per reference (d), parking is prohibited on grass, in fire lanes, on crosswalks, within 15 feet of stop signs, intersections, fire hydrants, or counter to the flow of traffic. Only Government Owned Vehicles may park in GOV spaces. No personnel shall park in a space reserved for another without coordinating both with the designated assignee of that space and MCU Facilities and Logistics. No vehicles of any kind may be stored aboard the MCU campus.

m. Overnight Parking. There is no overnight parking permitted on the MCU Campus without approval from the CG, EDCOM. Special request for overnight parking must be forwarded to the CG (Attn: Director, Facilities and Logistics). For those organizations that have personnel who conduct large amounts of TAD travel, consolidated overnight parking requests are recommended. The Director, Facilities and Logistics will issue a date stamped Overnight Parking Pass to be displayed in the vehicles authorized to remain overnight.

n. Ticketing Authority. The Military Police and authorized personnel will issue MCB Form 5560/6 (Non-movement Citations) in the MCU Campus Area as necessary to ensure compliance with the parking regulations herein and those in reference (d).

5. Consequences of Non-Compliance. Based on the severity of the offense, consequences for non-compliance with this policy could range from a warning at Base Traffic Court, (which may result in Base Points, restriction of driving privileges, suspension from driving aboard base), to immediate towing and impounding of the vehicle without warning. The CG, EDCOM may restrict parking privileges aboard the MCU campus.

6. Additional Information. The MCU parking rules and regulations are designed to promote equitable use of limited available parking; to promote vehicular safety and driver responsibility and to ensure unhindered access for emergency vehicles. To this end, MCU and the Provost Marshal Office (PMO) will strictly enforce all traffic and parking regulations.

a. All vehicle operators are subject to MCB Quantico traffic and parking regulations while in the MCU Area.

b. Students are not authorized to park in MCU Staff Parking spaces.

c. Inability to locate an authorized parking space is not considered reasonable cause for violating these regulations.

d. Theft of a permit, use of a lost or stolen permit, or the falsification of a parking permit may subject the offender to disciplinary action.

e. Lost or stolen permits must be reported to the MCU Facilities and Logistics.

f. The person issued the permit is responsible for the parking permit and for any citations issued to the vehicle displaying that permit.

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g. The parking permit is required to be displayed at all times on the MCU campus. The permit must hang from the rear view mirror of the vehicle, or affixed to the dashboard where it can easily be seen from outside the vehicle.

h. Personnel assigned a reserved parking space who are using a temporary vehicle must notify MCU Facilities and Logistics that they are using a temporary or rental vehicle and the length of time the substitute vehicle will be utilized.

i. There are several Protocol parking spots in the area, primarily designated for VIPs and managed by the MCU Protocol office. The intent of visitor parking is to provide short-term parking space for senior ranking visitors who attend various functions on the campus. Vehicles parked in these spots by permanent personnel will be considered as parked illegally.

j. Vehicles will not be parked in MCU spaces for extended durations. There are no accommodations for long-term parking. Vehicles that appear to be "stored" in the MCU area will be ticketed and towed as abandoned vehicles.

k. Parking is considered open on the weekends and generally after 1700 on weekdays, with the exception of the CG's designated parking. During the week, unauthorized vehicles must vacate reserved spots by 0500.

7. This policy will be reevaluated annually to ensure efficient use of limited parking. Changes to the area resulting from military construction or tenant changes will be addressed as required. Requests for modifications/updates to this policy should be addressed to the CG, EDCOM (Attn: Director, Facilities and Logistics).


J. M. BARGERON

Distribution: List A

Copy To:
CG, MCCDC
CG, Training and Education Command
CG, Training Command
CG, Warfighting Lab
Cmdr, MCB, Quantico (G-5)
CO, Security Battalion
CO, Headquarters and Service Battalion

CAMPUS RESERVED PARKING AUTHORIZATION LIST

BRECKINRIDGE PARKING

91	DIRECTOR, ADMINISTRATION SERVICES
92	DEPUTY, ADMINISTRATION SERVICES
93	DCD DEPARTMENT HEAD, CDET
94	OPERATIONS OFFICER, CDET
95	QUANTICO REGIONAL DIRECTOR, CDET
96	BUSINESS OPERATIONS MANAGER
97	GOVT VEHICLE, EDCOM
98	EDCOM
99	EDCOM

BUILDING 3078 PARKING

500	DEPUTY DIRECTOR, CEME
501	DIRECTOR, CEME
502	OPERATIONS MANAGER
503	DEAN OF ACADEMICS
504	DIRECTOR, MIG
505	DIRECTOR, SEPME
506	ADA
507	ADA

BARRETT HALL/MSTP PARKING

200	OPEN
201	OPEN
202	OPEN
203	OPEN
204	OPEN
205	OPEN
206	OPEN
207	OPEN
208	OPEN
209	OPEN
210	ADA
211	OPEN
212	OPEN
213	OPEN
214	OPEN
215	OPEN
216	OPEN
217	OPEN
218	OPEN

OVERFLOW PARKING

600	OPSO, SAW
601	DEAN, SAW
602	DEPUTY DIRECTOR, SAW
603	OPSO, CSC
604	DEAN, CSC
605	DEPUTY DIRECTOR, CSC
606	DIRECTOR, BKCIC
607	DIRECTOR, GRC/HD
608	PRESIDENT, NCC
609	PROVOST, NCC
610	OPSO, NCC
611	OUTSTANDING EMPLOYEE / MARINE, CSC
612	OUTSTANDING EMPLOYEE / MARINE, SAW

31	OPERATIONS CHIEF (E9), MCWL
32	VISITOR, MCWL
33	VISITOR, MCWL
34	S&T DIVISION, MCWL
35	EXPERIMENT DIVISION, MCWL
36	CAP MARINE AND NAVAL CONCEPTS, MCWL
37	CAP JOINT OPERATIONS, MCWL
38	WARGAMING DIRECTOR, MCWL
39	CAP DEPUTY, MCWL
40	CAP DIRECTOR, MCWL
41	BFMO DIRECTOR VISOR (E9), MCWL
42	CG SECRETARY, MCWL
43	G-4 GOVT VEHICLE, MCWL
44	CG GOVT VEHICLE, MCWL
45	MCWL

76	CONTRACTING OFFICER
77	CHAPLAIN
78	OUTSTANDING EMPLOYEE/MARINE, MCWAR
79	RESERVE CHAIR
80	DOS CHAIR
81	AIR FORCE CHAIR
82	ARMY CHAIR
83	DEPUTY, MCWAR
84	MCWAR, OPERATIONS
85	VIP (PROTOCOL)
86	VIP (PROTOCOL)
87	VIP (PROTOCOL)
88	VIP (PROTOCOL)
89	EXECUTIVE ADMIN ASSISTANT
90	CG EDCOM

ENCLOSURE (1)

CAMPUS RESERVED PARKING AUTHORIZATION LIST

BRECKINRIDGE PARKING

1	DIRECTOR, MCWAR
2	VPDL
3	DIRECTOR, CRSS
4	DIRECTOR, SAW
5	DIRECTOR, CSC
6	VIP (PROTOCOL)
7	MCU CHIEF OF STAFF
8	VPAA
9	VPBA
10	VPOP
11	STAFF SECRETARY
12	DIRECTOR, IT
13	DIRECTOR, LLI
14	AIDE DE CAMP
15	CAMPUS MANAGER
16	CONTRACT MAINTENANCE
17	MCU FACILITY OPERATIONS
18	MCU, SGT MAJ
19	VIP (PROTOCOL)
20	VIP (PROTOCOL)
21	VIP (PROTOCOL)
22	PLANS BRANCH DIRECTOR, MCWL
23	G-1, MCWL
24	G-2, MCWL
25	G-3, MCWL
26	G-33, MCWL
27	G-35, MCWL
28	G-6, MCWL
29	RCO, MCWL
30	CETEO, MCWL

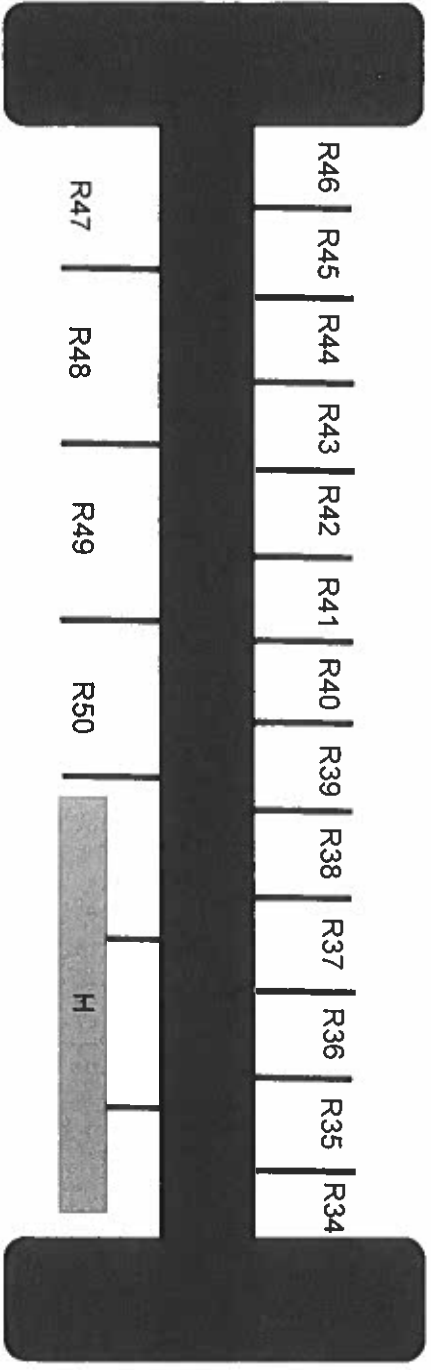
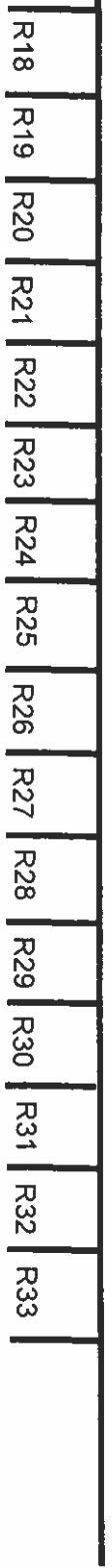
BRECKINRIDGE PARKING

46	CG, GOV VEHICLE
47	CG AIDE, MCWL
48	CHIEF OF STAFF, MCWL
49	CG GUEST, MCWL
50	CG, MCWL
51	ADA
52	ADA
53	ADA
54	PROTOCOL OFFICER
55	DIRECTOR, CIVILIAN MANPOWER
56	DIA CHAIR
57	DEPUTY DIRECTOR LLI
58	NCO/MARINE OF THE QUARTER
59	DIRECTOR, ACADEMIC SUPPORT
60	DEPUTY, VPOP
61	MCU ENGINEERING AND PLANNING
62	DIRECTOR, FACILITIES AND LOGISTICS
63	DEPUTY, FACILITIES AND LOGISTICS
64	DIRECTOR, FINANCIAL MANAGEMENT
65	STAFF JUDGE ADVOCATE
66	NAVY CHAIR
67	DIRECTOR, IRAP
68	DIRECTOR, FELLOWS
69	DIRECTOR, CDET
70	DEAN, CDET
71	DIRECTOR, ET
72	DEPUTY FINANCIAL MANAGEMENT
73	FACILITY COMPLEX MANAGER (2076)
74	UNIFORM BOARD
75	DIRECTOR OF PLANS

SNCOA PARKING

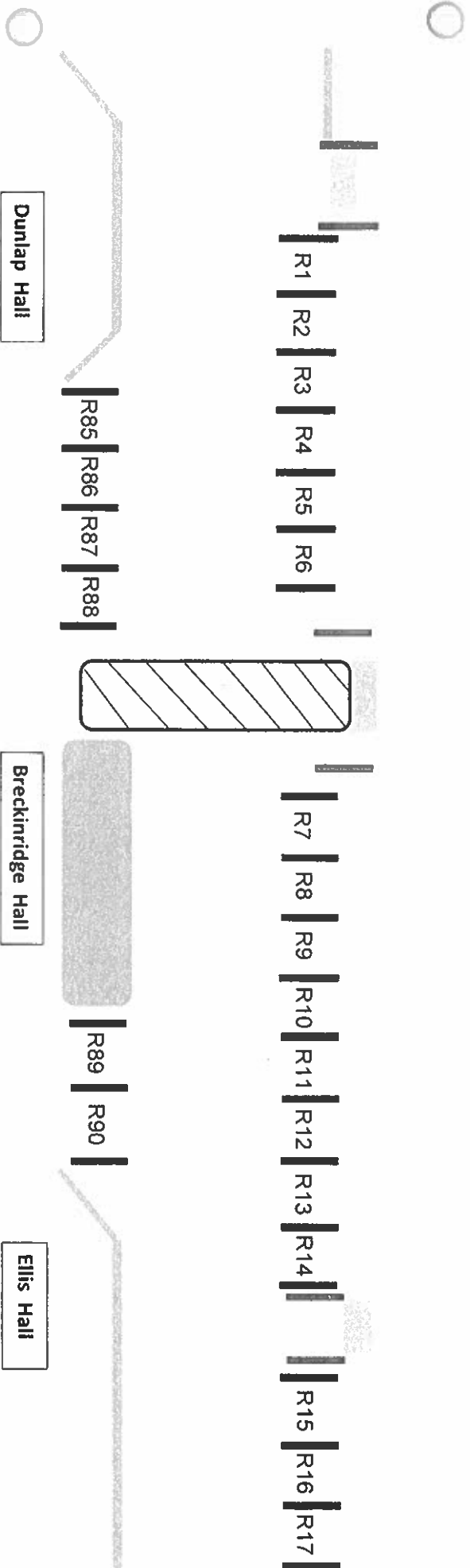
300	OUTSTANDING EMPLOYEE / MARINE, SNCOA
301	GOV
302	GOV
303	DEPUTY
304	DIRECTOR
305	ADA
306	ADA
307	ADA

FIRE LANE

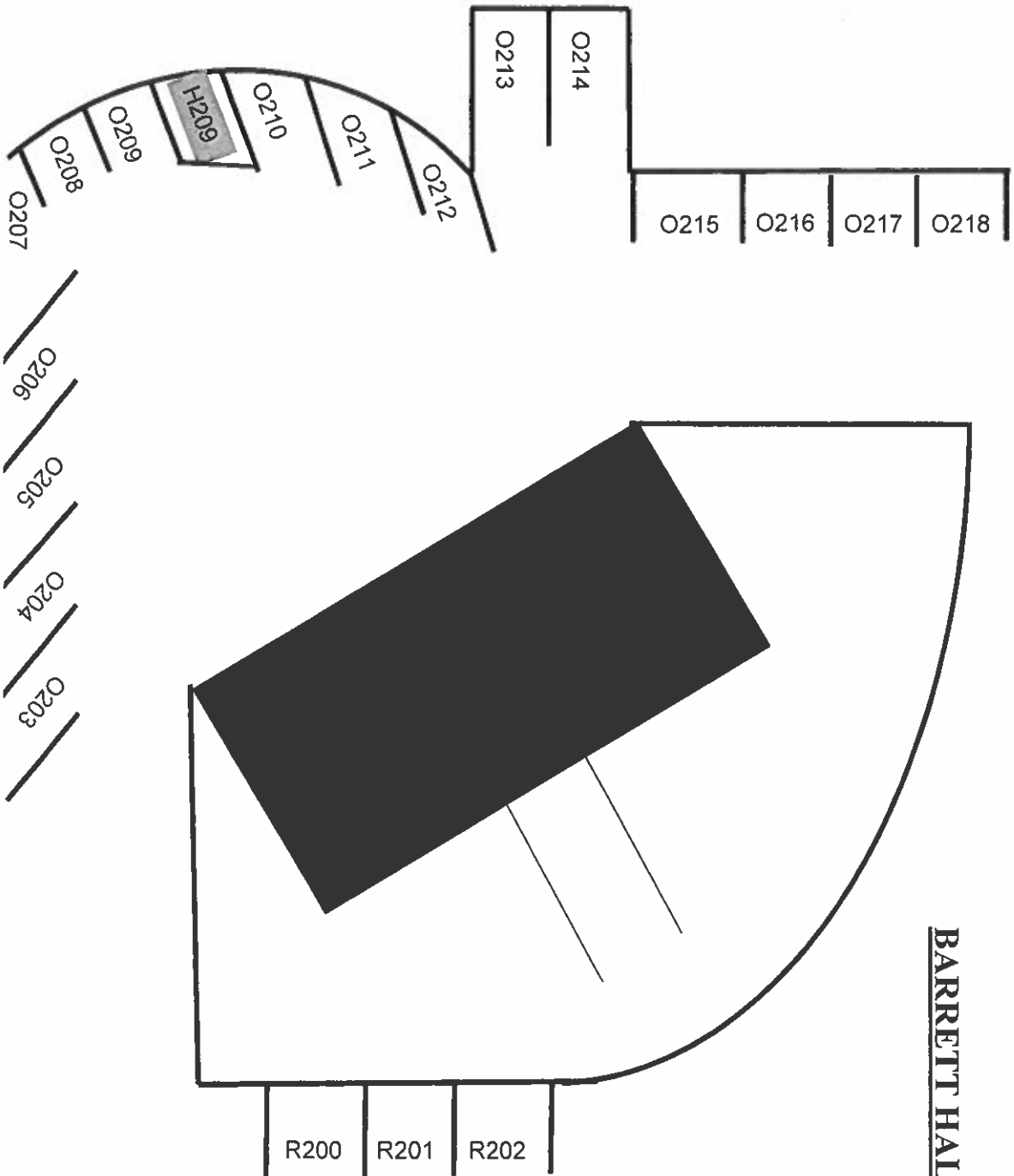


ELLIS HALL PARKING

BRECKINRIDGE PARKING FRONT

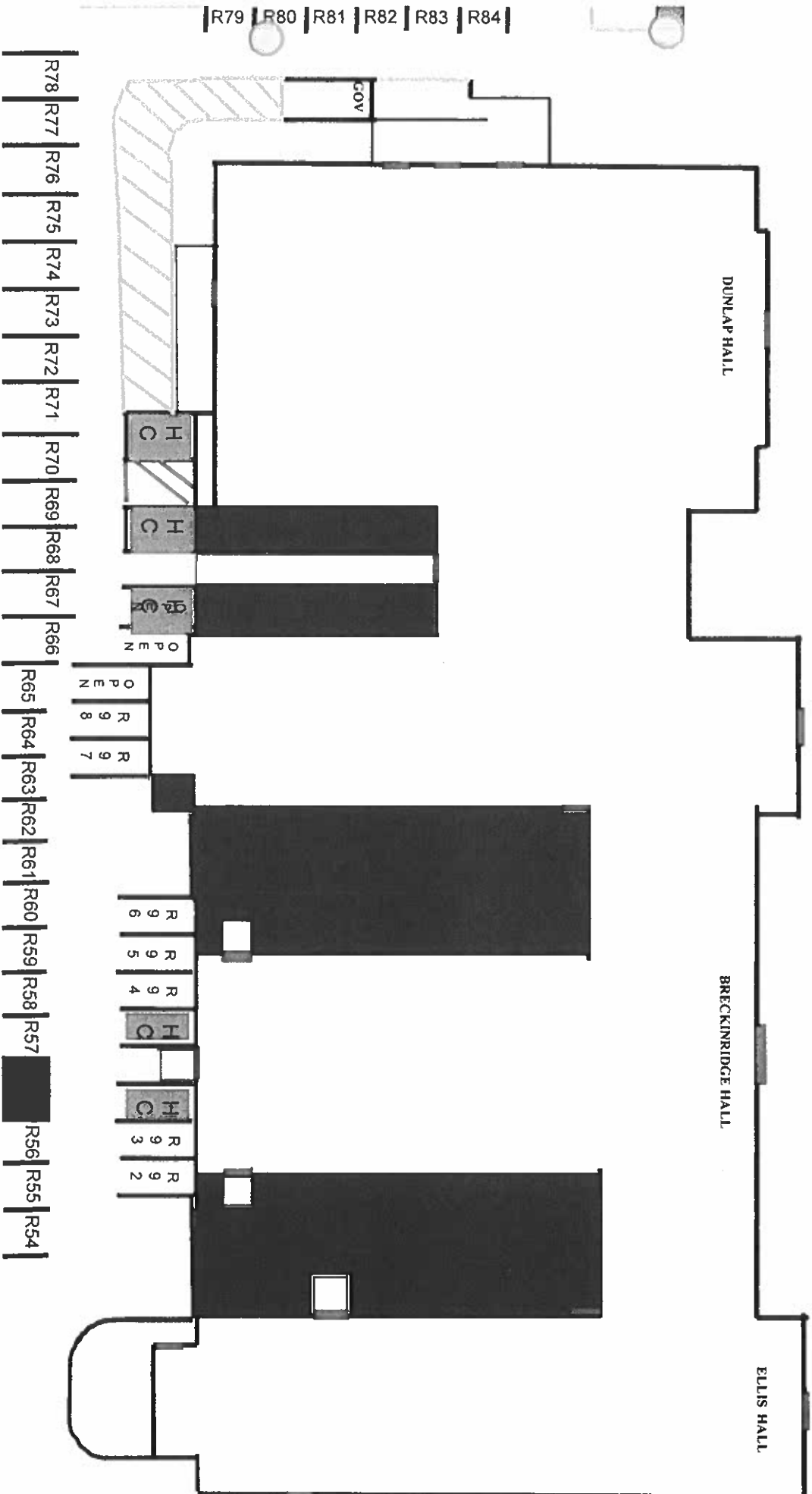


BARRETT HALL



ENCLOSURE (2)

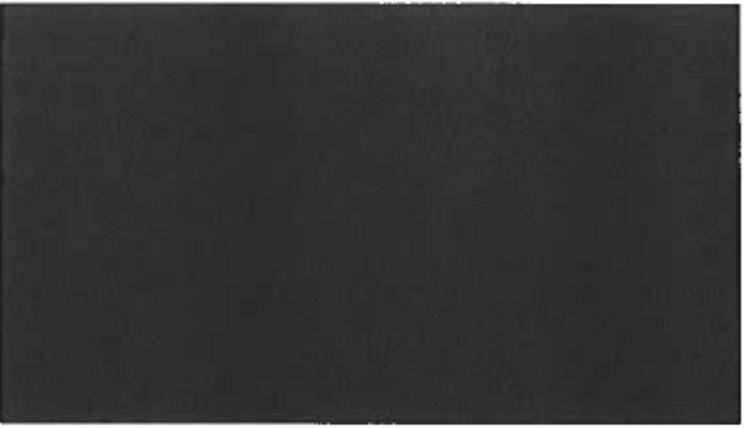
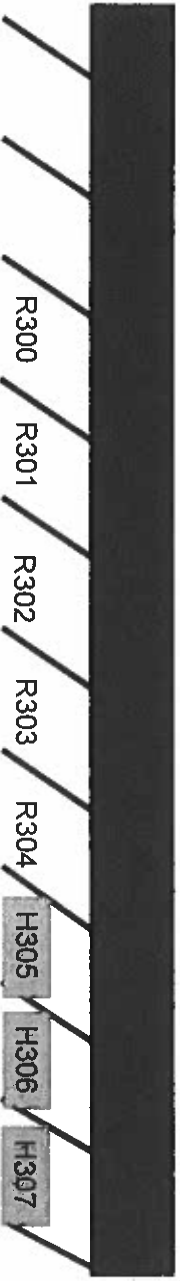
BRECKINRIDGE PARKING REAR



ENCLOSURE (2)

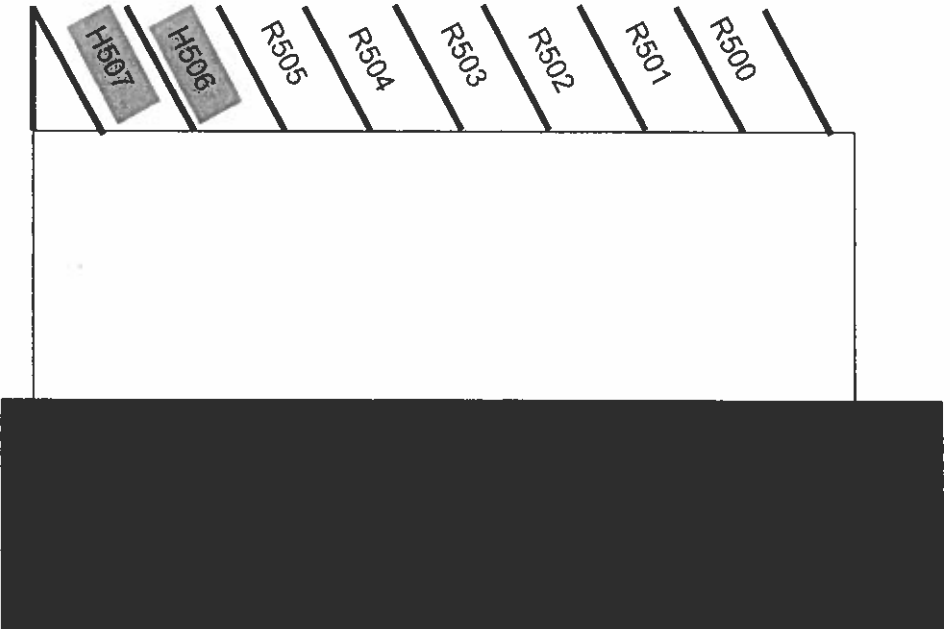
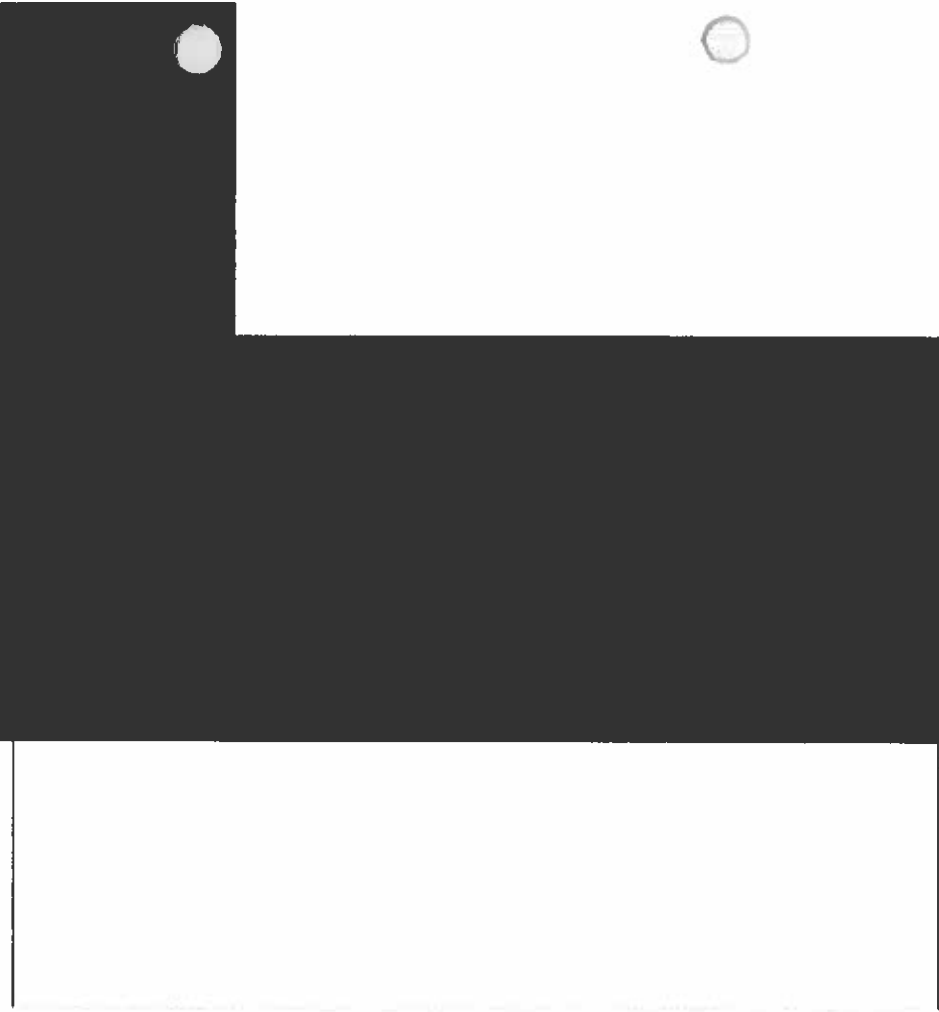
SNCOA PARKING

R300: OUTSTANDING EMPLOYEE / MARINE, SNCOA
R301: GOV
R302: GOV
R303: DEPUTY
R304: DIRECTOR
H305: ADA
H306: ADA
H307: ADA



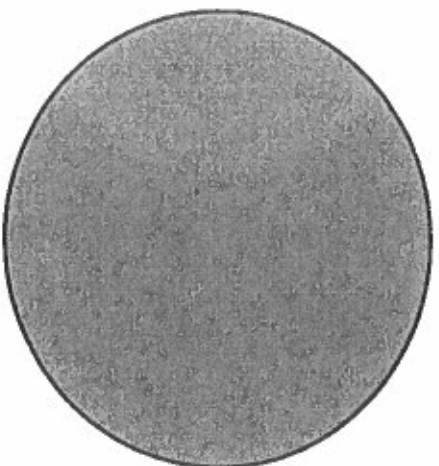
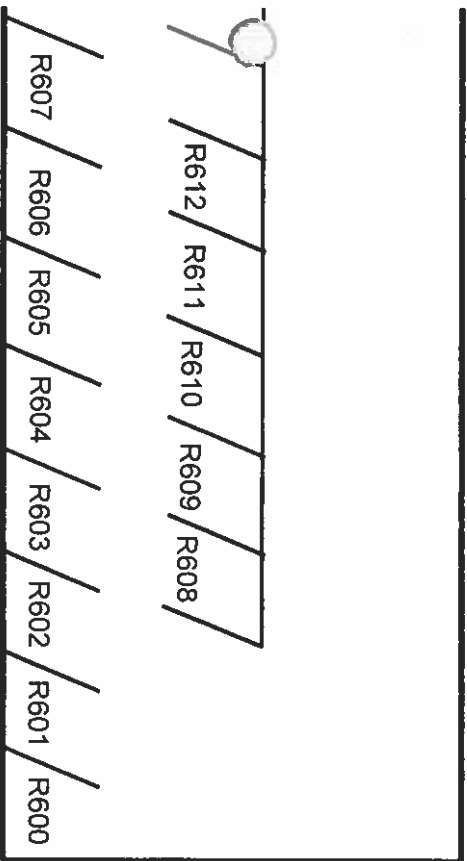
ENCLOSURE (2)

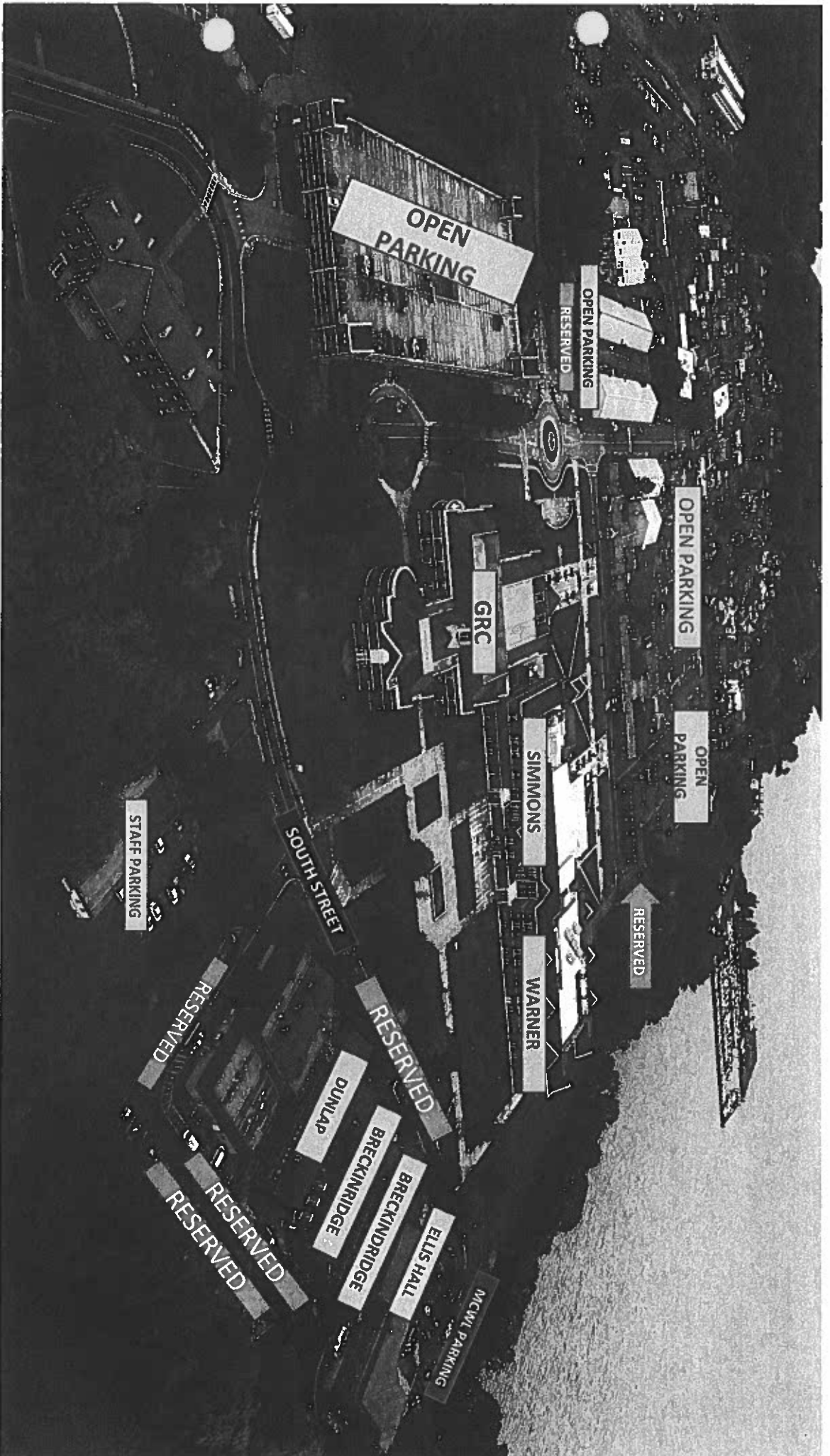
BUILDING 3078 PARKING



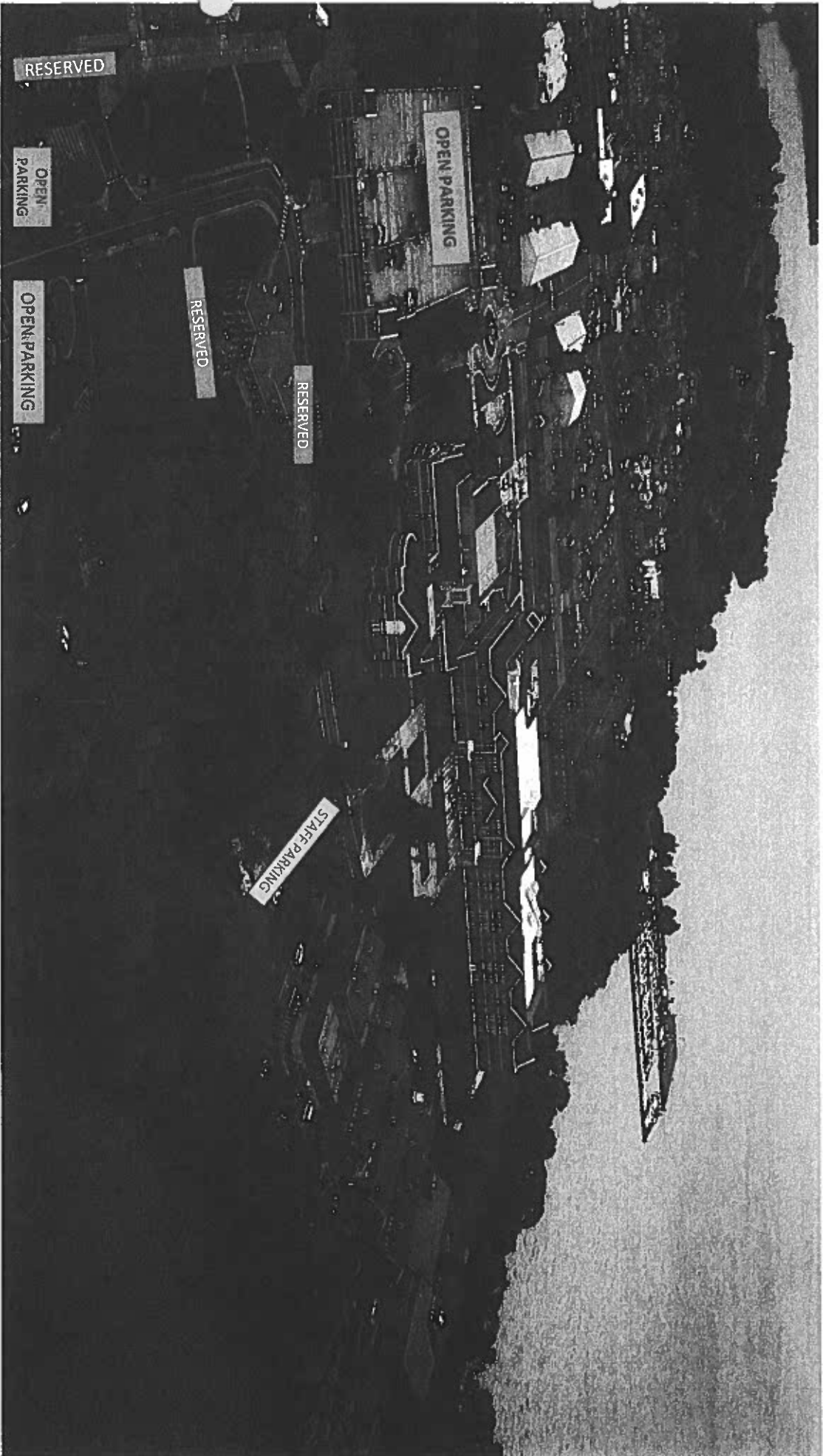
ENCLOSURE (2)

OVERFLOW PARKING





ENCLOSURE (3)



ENCLOSURE (3)



MARINE CORPS UNIVERSITY ROUTING SHEET (INTER-OFFICE) (Rev. 08-20)

1. DATE	20201001
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2. OPERATION CODE					3. Subject: EDCOM PARKING ASSIGNMENTS				
X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE G - INFORMATION H - RETURN TO I - INITIAL J - DISPOSITION K - DECISION L - RETENTION X - ORIGINATOR O - (OTHER) <u>Other (define)</u>					4. NATURE OF ACTION REQUIRED ROUTINE URGENT ORIGINATOR INITIALS DUE DATE (IF ANY)				
6. RTG					5a. REFERENCE FILENAMES (IF APPLICABLE)				
7. OPR CODE					11. REMARKS AND SIGNATURE				
8. ADDRESSES					9. DATE				
					IN OUT NOT CONCUR				
5	C,I	PRESIDENT			11/6				
4	A,I	CHIEF OF STAFF			11/5	11/5			
3	A	Exec Sec to Pres/ Alde			11/05	11/06			
2	A,I	SgtMaj							
		Protocol							
		SJA							
		VPAA							
		- Academic Support							
		- Fellows							
		- GRC							
		- Krulak Center							
		- LCSC							
		- MAGTF Instructional Group							
		- CRSS							
1	A	VPBA			10/1	10/8			
	X,H	- Admin Services				10/5			
		- Financial Management							
		- Facilities							
		- Civilian Manpower							
		- IT							
		VPOP							
		- IRAP							
		VPDL							
		- Dir, CDET							
		- ET							
		DIR, MCWAR							
		DIR, SAW							
		DIR, CSC							
		DIR, EWS							
		DIR, Enlisted College							
		DIR, NMMC							
		DIR, LLI							
		DIR, HD							
		DIR, MCUP							

Purpose: To efficiently and effectively maximize available parking opportunities for permanently assigned personnel and guests conducting business at Marine Corps University.

Recommendation: Respectfully request CG's Signature

Very respectfully,

R. E. PITTS

10/6 - NUMERALS CORRECTIONS AND UPDATES REQUIRED THROUGHOUT.

10/9 One Table error. Blue tabs

Page 1.

Sgt Maj

10/14

