



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

IN REPLY REFER TO:  
5560  
G4 LOG  
**MAR 05 2019**

POLICY LETTER 1-19

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) Headquarters and Overflow Reserved Parking Visual  
(3) Tenant Command Reserved Parking Visual  
(4) 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. 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 a challenge, exacerbated by consolidation of MCU within the main campus, increasing area staffs and the growing popularity of the Gray Research Center (GRC), Battle Staff Training Facility (BSTF), Ellis Hall, Breckinridge Hall, and Warner Hall for activities and conferences. 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.

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

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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. Very Important Person (VIP) Guest and Support Parking. Frequent visits of Senior Executive Service, Flag and General officers and their equivalents, foreign dignitaries, and special guests addressing students at the University or attending functions at the BSTF require permanently marked VIP spots located about the campus. All temporary VIP parking will be marked with stand-up signs with the VIP's title and name. All spaces in the circle at the GRC are considered VIP spaces (only) except for logistical drop off and pick up and must be requested via the GRC. Authority to mark additional VIP parking spaces must be requested through the CG, EDCOM (Attn: Protocol Officer and Director, Facilities and Logistics). The physical placement of the signs in front of Breckinridge Hall and the east side of Ellis Hall will be the responsibility of the Staff Secretary's office. The physical placement of signs in front of the GRC is the responsibility of the GRC.

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 Gray Research Center, is considered open parking.

e. Civilian DoD Master Labor Agreement. Parking stipulations specified in the Consolidated Master Labor Agreement (MLA) between the United States Marine Corps and the American Federation of Government Employees, 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 Battle Staff Training Facility. The maximum speed limit behind these buildings is 10- MPH.

h. Government Owned Vehicle (GOV) Parking. Government vehicles at Breckinridge, Dunlap, Ellis, and the BSTF 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 Air-Ground Task Force Staff Training Program Division (MSTPD). The MSTPD consists of MSTP and Command and Control Training and Education Center of Excellence (C2 TECOE). MSTPD is located in Barrett Hall (building 2042), the Battle Staff Training Facility (BSTF) (building 2084) and C2 TECOE (buildings 3081 and 3081a). MSTP personnel identified in Enclosure (1) will be issued a MCU staff parking permit from the MCU Facilities and Logistics Office.

(a) Barrett Hall, Building 2042. The main portion of the MSTP staff is located in Barrett Hall. Parking spaces immediately behind Barrett Hall will be reserved for the MSTP staff. To the front of Barrett Hall are three reserved parking spaces for the MSTPD Director, Deputy Director and Distinguished Visitor. Behind Barrett Hall is 1 reserved parking space for the MSTP Operations Chief/Senior Enlisted Advisor.

(b) Battle Staff Training Facility (BSTF). The BSTF is located in Building 2084. BSTF personnel identified in Enclosure (1) will be issued a MCU staff parking permit from the

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MCU Facilities and Logistics Office. To support senior mentors and special guests, additional VIP parking spaces may be requested through the CG, EDCOM (Attn: Protocol Officer and Director, Facilities and Logistics). Signs identifying the guest(s) will be posted for the duration of the event.

(c) Command and Control Training and Education Center of Excellence (C2 TECOE). The C2 TECOE is located in Buildings 3081 and 3081a.

(3) Marine Corps Civil-Military Operations School (MCCMOS). The MCCMOS staff is located in Building 3094. MCCMOS 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 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).

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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.

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.

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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).



W. J. BOWERS

Distribution: List A

Copy To:

CG, MCCDC

CG, Training and Education Command

CG, Training Command

CG, Warfighting Lab

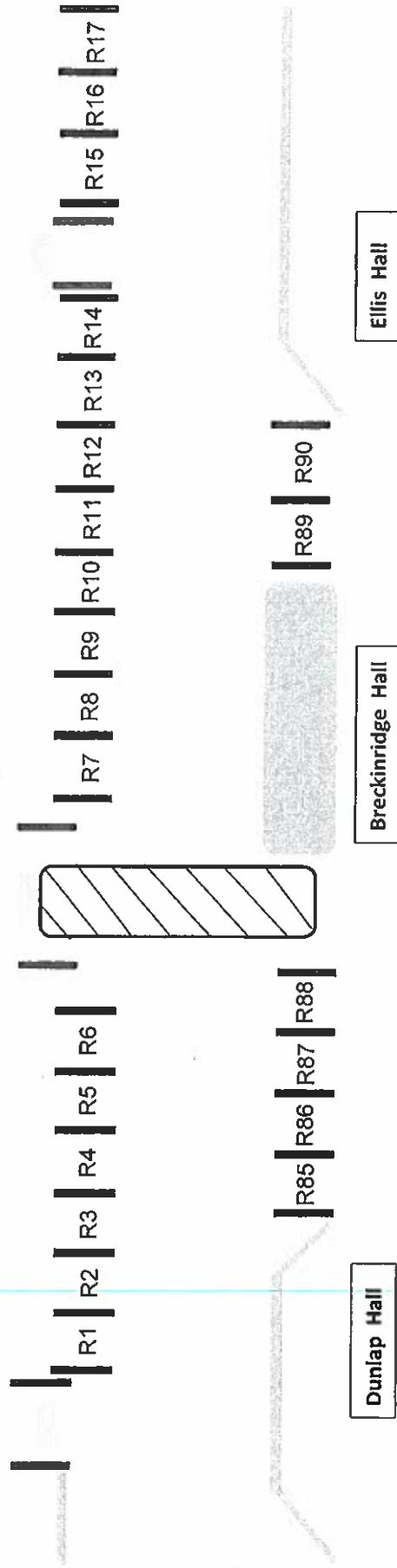
Cmdr, MCB, Quantico (G-5)

CO, Security Battalion

CO, Headquarters and Service Battalion



# BRECKINRIDGE PARKING FRONT



Dunlap Hall

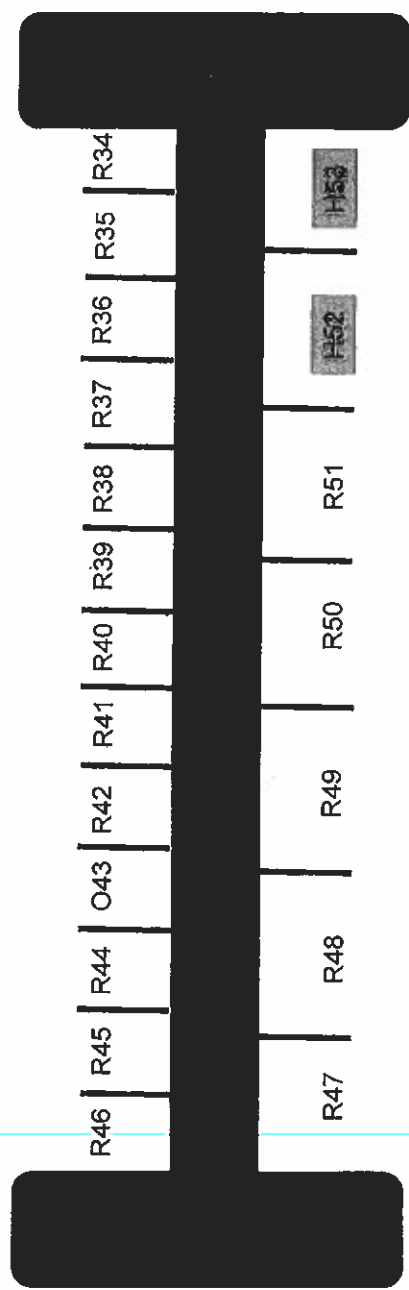
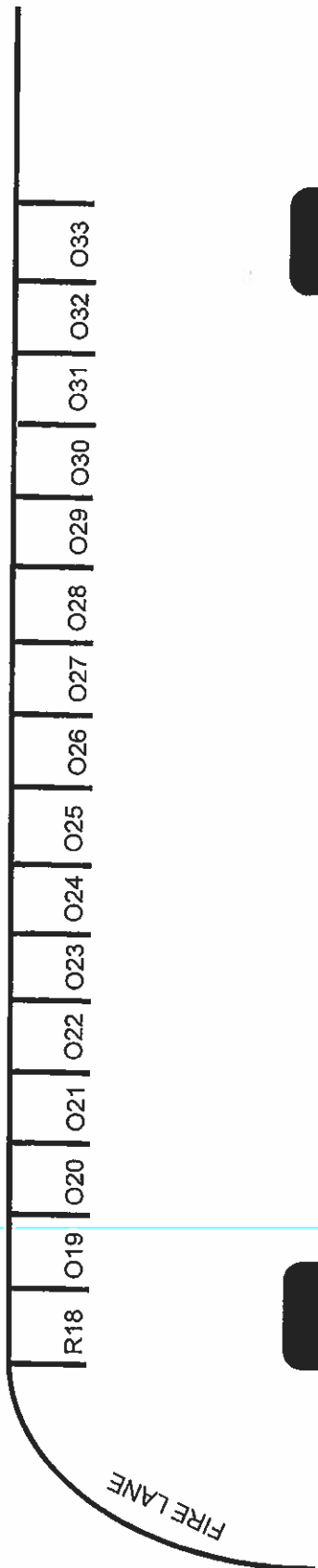
Breckinridge Hall

Ellis Hall

## BRECKINRIDGE PARKING FRONT

- R1. DIRECTOR, MCWAR
- R2. VICE PRESIDENT, DISTANCE LEARNING
- R3. DIRECTOR, CAOCI.
- R4. DIRECTOR, SAW
- R5. DIRECTOR, CSC
- R6. MCU, SGTMAJ
- R7. MCU CHIEF OF STAFF
- R8. VPAA
- R9. VPBA
- R10. VPEOIP
- R11. DIRECTOR, WARGAMING
- R12. DIRECTOR, IT
- R13. AIDE DE CAMP
- R14. CONTRACT MAINTENANCE
- R15. CAMPUS MANAGER
- R16. WARNER FACILITIES
- R17. MCU FACILITIES OPERATIONS
- R85. VIP PROTOCOL
- R86. VIP PROTOCOL
- R87. VIP PROTOCOL
- R88. VIP PROTOCOL
- R89. CG EDCOM
- R90. EXECUTIVE SECRETARY





**ELLIS HALL EAST PARKING**

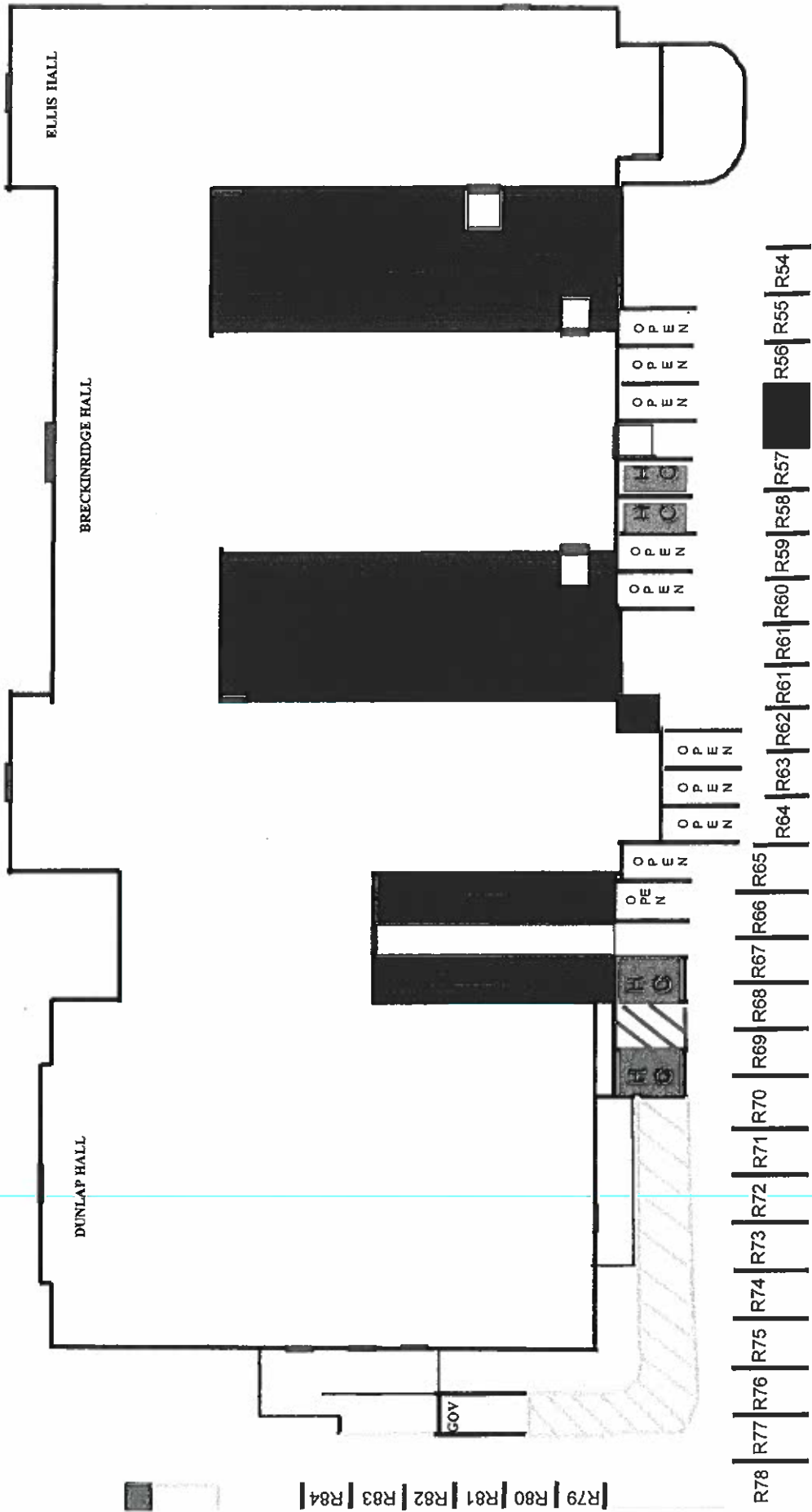
ELLIS HALL/BSTF

## ELLIS HALL EAST PARKING

R18. STAFF SECRETARY  
O19. OPEN  
O20. OPEN  
O21. OPEN  
O22. OPEN  
O23. OPEN  
O24. OPEN  
O25. OPEN  
O26. OPEN  
O27. OPEN  
O28. OPEN  
O29. OPEN  
O30. OPEN  
O31. OPEN  
O32. OPEN (ADA)  
O33. OPEN (ADA)  
R34. BUSINESS MANAGEMENT OFFICER  
R35. DEPUTY, BSTF  
R36. OPERATIONS OFFICER, BSTF  
R37. VICE PRESIDENT, WARGAMING  
R38. OPERATIONS OFFICER, CDET  
R39. DCD DEPARTMENT HEAD, CDET  
R40. QUANTICO REGIONAL DIRECTOR, CDET  
R41. STAFF JUDGE ADVOCATE  
R42. DEPUTY, ADMINISTRATION SERVICES  
O43. VIP (PROTOCOL)  
R44. DIRECTOR, ADMINISTRATION SERVICES  
R45. DIRECTOR, BSTF  
R46. CG GOVERNMENT VEHICLE  
R47. VIP (PROTOCOL)  
R48. VIP (PROTOCOL)  
R49. VIP (PROTOCOL)  
R50. VIP (PROTOCOL)  
R51. VIP (PROTOCOL)  
H52. OPEN (ADA)  
H53. OPEN (ADA)

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**BRECKINRIDGE PARKING REAR**



|R79| R80| R81| R82| R83| R84|

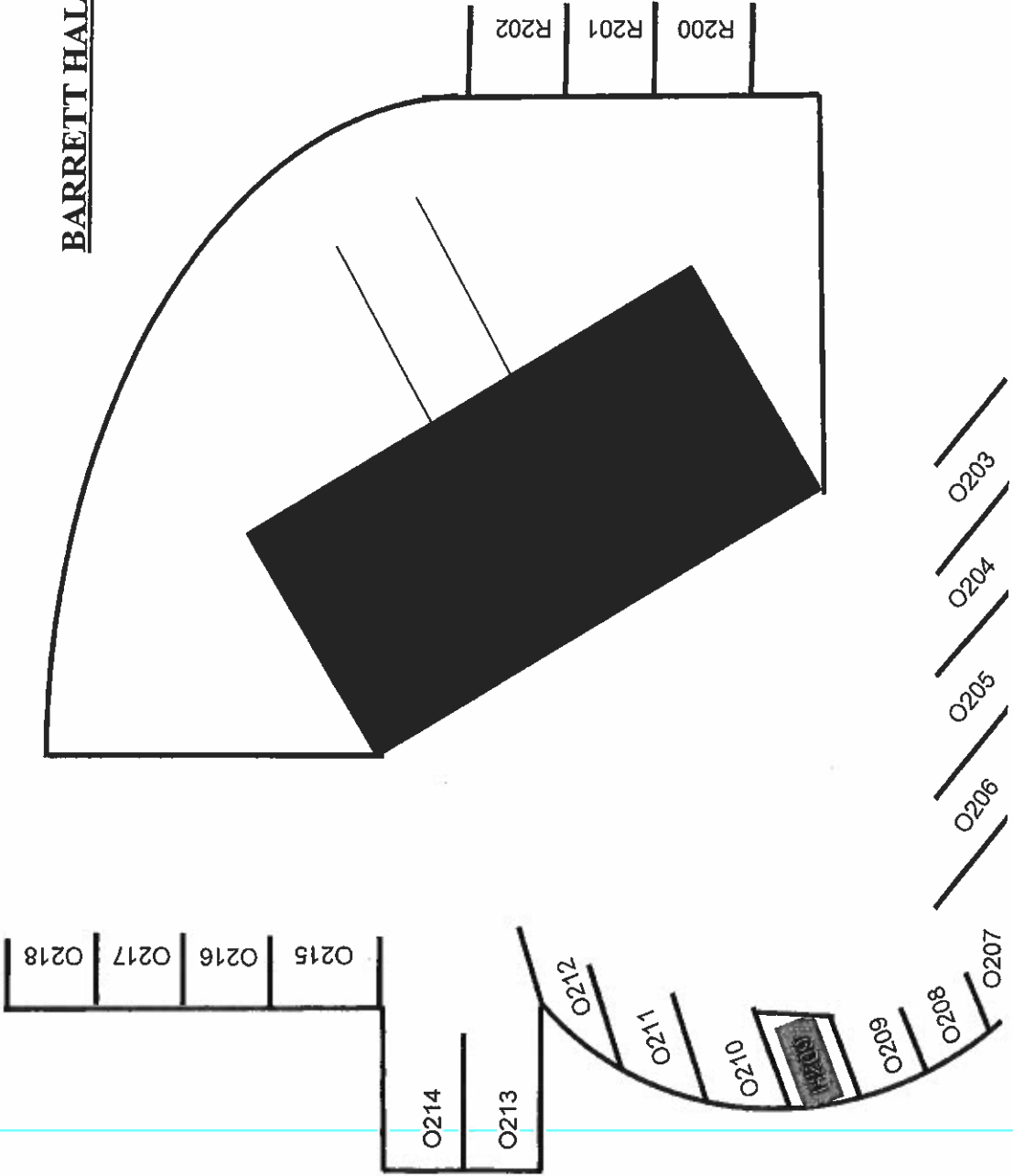
R78 |R77| R76| R75| R74| R73| R72| R71| R70| R69| R68| R67| R66| R65| R64| R63| R62| R61| R60| R59| R58| R57| R56| R55| R54|

## BRECKINRIDGE PARKING REAR

R54. PROTOCOL  
R55. DIRECTOR, FINANCIAL MANAGMENT  
R56. DIA CHAIR  
R57. DHS CHAIR  
R58. SOF CHAIR  
R59. DIRECTOR. ACADEMIC SUPPORT  
R60. DEPUTY, VPEIOP  
R61. MCU ENGINEERING AND PLANNING  
R62. DIRECTOR, FACILITIES AND LOGISTICS  
R63. DEPUTY, FACILITIES AND LOGISTICS  
R64. DIRECTOR, CIVILIAN MANPOWER  
R65. FBI CHAIR  
R66. CIA CHAIR  
R67. DIRECTOR, IRAP  
R68. DIRECTOR, FELLOWS  
R69. DEPUTY, CDET  
R70. DEAN, CDET  
R71. DIRECTOR, ET  
R72. DEPUTY, FINANCIAL MANAGEMENT  
R73. DEPUTY, CAOCL  
R74. UNIFORM BOARD  
R75. VPEIOP OPERATIONS  
R76. DIRECTOR, RESEARCH CAOCL  
R77. CHAPLAIN  
R78. OUTSTANDING EMPLOYEE / MARINE, MCWAR  
R79. RESERVE CHAIR  
R80. DOS CHAIR  
R81. AIRFORCE CHAIR  
R82. ARMY CHAIR  
R83. DEPUTY CHAIR  
R84. MCWAR, OPERATIONS

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BARRETT HALL MSTP



## BARRETT HALL MSTP

R200: DIRECTOR  
R201: DEPUTY DIRECTOR  
R202: DIRECTOR GUEST  
O203: OPEN  
O204: OPEN  
O205: OPEN  
O206: OPEN  
O207: OPEN  
O208: OPEN  
O209: OPEN  
H2010: ADA PARKING  
O211: OPEN  
O212: OPEN  
O213: OPEN  
O214: OPEN  
O215: OPEN  
O216: OPEN  
O217: OPEN  
O218: OPEN

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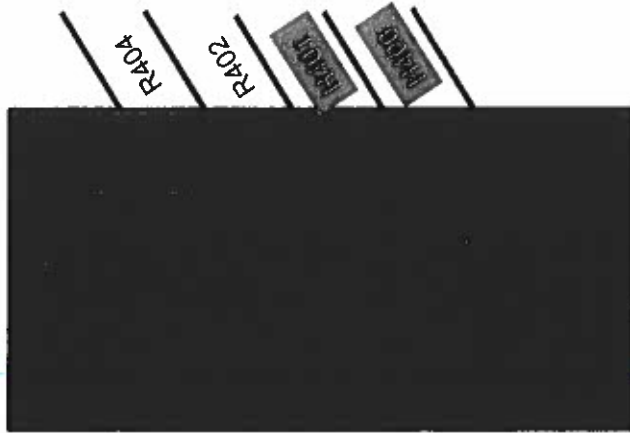
SNCOA PARKING

R300: OUTSTANDING EMPLOYEE / MARINE, SNCOA  
R301: GOV  
R302: GOV  
R303: DEPUTY  
H304: DIRECTOR  
H305: ADA  
H306: ADA  
H307: ADA





LLI/MCMOSS



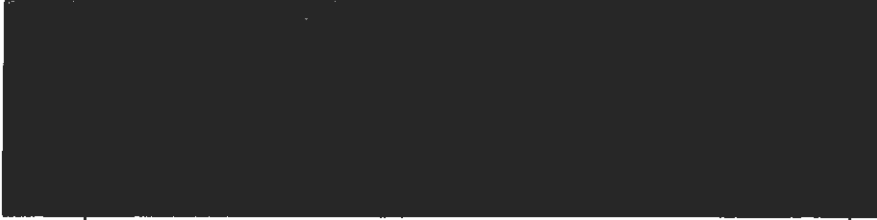
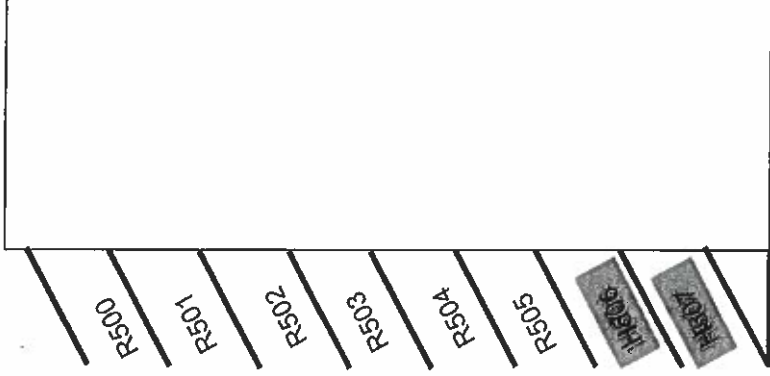
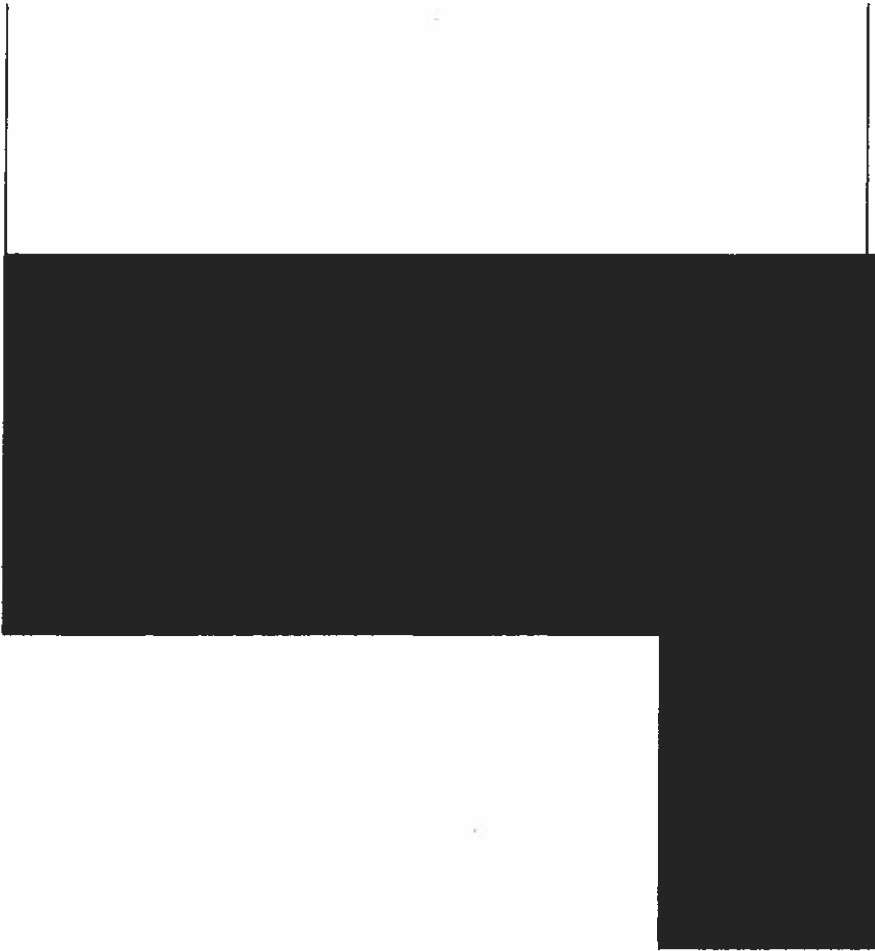
- H400: ADA
- H401: ADA
- R402: DIRECTOR, LLI
- R403: DEPUTY DIRECTOR, LLI
- R404: DIRECTOR, MCMOSS
- R405: DEPUTY DIRECTOR, MCMOSS



			R405	R406
[Redacted]				



BUILDING 3078 PARKING



**BUILDING 3078 PARKING**

R500: DEPUTY DIRECTOR, CEME

R501: DIRECTOR, CEME

R502: OPERATIONS MANAGER

R503: DEAN OF ACADEMICS

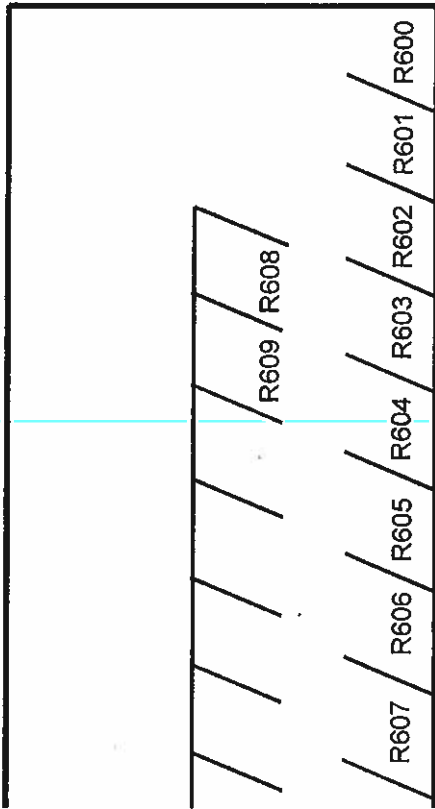
R504: DIRECTOR, MIC

R505: DIRECTOR, SEPME

H506: ADA

H507: ADA

OVERFLOW PARKING



- R600: OPSO, SAW
- R601: DEAN, SAW
- R602: DEPUTY DIRECTOR, SAW
- R603: OPSO, CSC
- R604: DEAN, CSC
- R605: DEPUTY DIRECTOR, CSC
- R606: DIRECTOR, BKCIC
- R607: DIRECTOR, GRC/HD
- R608: OUTSTANDING EMPLOYEE / MARINE, CSC
- R609: OUTSTANDING EMPLOYEE / MARINE, SAW

