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.
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, access 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 TCOE). MSTPD is located in Barrett Hall (building 2042), the Battle Staff Training Facility (BSTF) (building 2084) and C2 TCOE (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).
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 VIP’s 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

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

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

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)
BRECKINRIDGE PARKING REAR

R54. PROTOCOL
R55. DIRECTOR, FINANCIAL MANAGEMENT
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
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
O210: ADA PARKING
O211: OPEN
O212: OPEN
O213: OPEN
O214: OPEN
O215: OPEN
O216: OPEN
O217: OPEN
O218: OPEN
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, BKIC
R607: DIRECTOR, GRC/HD
R608: OUTSTANDING EMPLOYEE / MARINE, CSC
R609: OUTSTANDING EMPLOYEE / MARINE, SAW