

**DEPARTMENT OF DEFENSE  
DEFENSE FINANCE AND ACCOUNTING SERVICE  
DENVER, COLORADO 80279-8000**

DFAS-DE 4500.1-I

November 2006

**VEHICLE TRAFFIC AND PARKING CONTROL**

**REFERENCES**

- (a) Title 41, Code of Federal Regulations, Part 101, "Federal Property Management Regulations," current edition

1. **PURPOSE.** This Instruction explains procedures for obtaining Department of Defense (DoD) registration decals for privately owned vehicles (POVs), establishes policy and procedures for allocation of reserved parking for employees permanently assigned to duty at the Buckley Annex, and defines parking rules and violations. This Instruction supersedes DFAS-DE SOP 4500.1, Vehicle Traffic and Parking Control, August 2003.

2. **APPLICABILITY AND SCOPE.** This Instruction applies to federal and contractor personnel assigned to, or working at the Buckley Annex and to tenant organization personnel and their contractors.

3. **POLICY.**

3.1. All employees must register their vehicle, obtain and permanently affix a DoD decal (DD Form 2220, DoD Registered Vehicle) on their vehicle. Contractors must also register their vehicle and obtain the necessary decal. Military personnel working at DFAS Denver whose vehicles are registered at another DoD installation must report that DoD decal number to the Buckley Annex Pass and ID (Building 444) within five work days of being hired or assigned.

3.2. Employees must comply with posted speed limits, crosswalk use, and parking regulations. They must also ensure any non-employee driver complies with this Instruction.

3.3. Secretary of Defense guidance on conserving energy through a uniform, government-wide parking policy (41 CFR part 101-20), based primarily on the assignment of reserved areas for car-pool participants, is the authority for areas so designated in Appendix 1, the Building 444 parking lot map.

3.4. Parking areas for open and reserved parking are shown on the map found at Appendix 1.

3.5. Reserved parking areas are designated on the map found at Appendix 1 and are further defined as follows:

3.5.1. Executive Parking. Executive parking is in the island parking area directly in front of Building 444. Space allocation is on a percentage basis. Except for spaces designated and marked, all spaces are first come, first served. The President of AFGC Local 2040 is given one

designated parking slot in this area with priority equivalent to the most Senior Civilian or Military commander/director who works in Building 444.

3.5.2. ARPC Promotion Board Parking. This is a controlled parking row designated as “ARPC Reserved Parking.” It is located on the upper level of the east parking pad of Building 444. These spaces are monitored and controlled by the ARPC Security Office.

3.5.3. Disabled Employee Parking. All disabled parking spaces are reserved 24 hours a day, seven days a week. Management ensures access to disabled parking spaces is maintained clear and accessible.

3.5.4. Carpool Parking. In accordance with DoD guidance supporting people who carpool.

3.5.5. Award Parking. Award parking recognizes those employees who have excelled. Placards are given for DFAS/ARPC civilian and military quarterly and annual winners.

3.5.6. Visitor Parking. Visitor parking is limited to two hours. Employees in duty status may not park in visitor parking spaces. Visitor parking spaces become open parking from 2:00 p.m. to 5:30 a.m. on weekdays and from 2:00 p.m. Friday until 5:30 a.m. Monday.

3.5.7. Visiting Contractor/Vendor Parking. Contractors and vendors visiting the Buckley Annex are issued a temporary parking pass from the Buckley Annex Pass & ID office.

3.5.8. Motorcycle Parking. Motorcycles must be parked only in the designated motorcycle parking area located in front of Building 444.

3.5.9. Union Parking. AFGE Local 2040 has eight designated/reserved parking slots; one in the executive parking area, two in the east parking pad where currently located, one in the upper east parking pad where currently located, and four on the west parking pad where currently located. Union reserved parking locations will not be moved or eliminated without first going through the negotiation process.

3.6. Parking passes and placards are used to control parking. Passes and placards must be displayed in vehicles at all times while parked in reserved areas other than the Executive Parking area. Open parking is available in all non-reserved areas.

3.7. Employees who are either dropped off or picked up at Building 444 must use the passenger pick-up area immediately east of Building 444 and south of the bus stop. The operator must remain in the vehicle. This is the **only** authorized drop-off/pickup point.

3.8. Bicycles must be parked in the bicycle racks provided.

3.9. POV drivers may not park, wait, or stop at any time in the bus stop areas or crosswalks.

3.10. Parking is not permitted along the south service road (from S. Quebec Street to the service entry gate of Building 444).

3.11. Vehicles must park with the flow in designated areas between two white parallel lines. Back-in parking is not authorized. Parking is only permitted on paved surfaces.

3.12. The towing policy for the Buckley Annex is as follows:

3.12.1. Vehicles left overnight in Buckley Annex parking lots and determined to be abandoned or are creating a safety hazard are subject to towing. If you must leave your vehicle on the lot overnight for any reason, you must contact the DFAS Security Office, extension 6-6192, to avoid possibly being towed. Also see paragraph 5.5 for weekend or emergency situations.

3.12.2. A commercial towing company handles the towing of vehicles in violation of the preceding policy. Owners are responsible for all costs, including damages, associated with the retrieval of their vehicles.

3.12.3. Any overnight parking must be pre-approved by the DFAS Security Office in advance (Business, TDY, etc.). In the case of emergency overnight parking, the Security Guards must be contacted. Vehicles left overnight will be parked in the parking area south of Building 407.

3.13. Administrative Enforcement. DD Form 1408, Armed Forces Traffic Ticket, is issued for violations to civilian employees, military service members and contractors on the Buckley Annex under the authority of the installation commander.

3.13.1. Penalties for parking violations are as follows.

3.13.1.1. 1<sup>st</sup> Violation – Citation.

3.13.1.2. 2<sup>nd</sup> Violation - Citation forwarded to Supervisor.

3.13.1.3. 3<sup>rd</sup> Violation - Driving privileges on the Annex **suspended** for 30 days.

3.13.1.4. 4<sup>th</sup> Violation - Driving privileges on the Annex **revoked** for one year.

3.13.2. Penalties for parking illegally in Disabled areas are as follows:

3.13.2.1. 1<sup>st</sup> Violation - Citation forwarded to Supervisor.

3.13.2.2. 2<sup>nd</sup> Violation - Driving privileges on the Annex **suspended** for 30 days.

3.13.2.3. 3<sup>rd</sup> Violation - Driving privileges on the Annex **revoked** for one year.

#### 4. RESPONSIBILITIES.

4.1. Commanders and directors of tenant organizations are responsible for maintaining this Instruction and authorizing reserved areas for:

4.1.1. Employees classified as disabled by the state of Colorado through the issuance of handicap license plates and permanent or temporary hang tags and as defined in Appendix 3.

4.1.2. Employees participating in carpools on a full-time basis, with the understanding that they are authorized to park in reserved carpool parking areas only when **two or more** vehicle occupants are in duty status that day. This includes situations in which a carpool partner works in a different facility within the Buckley Annex. To clarify, if a carpool partner is not physically working within the complex (may be on temporary duty (TDY), scheduled day off, sick or annual leave), carpool parking may not be used for that day; open parking must be used. Violators may be subject to ticketing or suspension of carpool privileges. All employees requesting a carpool placard must sign a Carpool Statement of Understanding (Appendix 2) prior to receiving their parking placard. The correct placard must be displayed in the vehicle at all times while parking in designated areas.

4.1.3. Employees meeting the requirements for access to the Executive Parking area.

4.1.4. Disputes and issues with respect to this Instruction will be resolved utilizing the appropriate grievance procedure.

4.2. DFAS Denver Security Office:

4.2.1. Develops, maintains, and monitors the parking program for the Buckley Annex through use of a computerized system.

4.2.2. Manages the Buckley Annex parking plan and assignment/allocation of spaces in accordance with this Instruction.

4.3. The DFAS Denver Director/ARPC Security/DISA Site Director/AFGE Local 2040 President (or their respective representatives) are responsible for assignment to and control of their respective Reserved Parking Area/Spaces.

4.4. Supervisors must ensure all employees under their supervision are familiar with and have access to this Instruction.

4.5. Each individual is responsible for compliance with this Instruction.

## 5. PROCEDURES.

5.1. The DFAS Denver Security Office uses a computerized system to control the parking program.

5.2. Submit applications for carpool parking to the Buckley Annex Pass & Registration Office, Building 444, extension 6-7401.

5.3. When a carpool is dissolved or the membership changed, employees must notify the Buckley Annex Pass & Registration Office, Building 444, extension 6-7401, within three duty days.

5.4. Upon transfer, separation, or retirement from the Buckley Annex, all personnel to include tenant organization personnel must clear through the Buckley Annex Pass & Registration Office, Building 444, extension 6-7401.

5.5. To register and to obtain permission and directions for overnight parking, employees must contact the DFAS Denver Security Office, 6-6192, from 0600-1600 and the Security Control Desk, 6-6011 at all other times.

5.6. Inclement Weather Enforcement Procedures/Exceptions to Enforcement. During periods of inclement weather, when the parking lot lines are obscured by ice, snow or hail, the DFAS Denver Security Office will exercise discretion in enforcement of parking violations. Employees must still park within authorized areas and should make their best effort to park in line at an appropriate angle for the direction of travel.

6. EFFECTIVE DATE. This Instruction is effective upon publication.

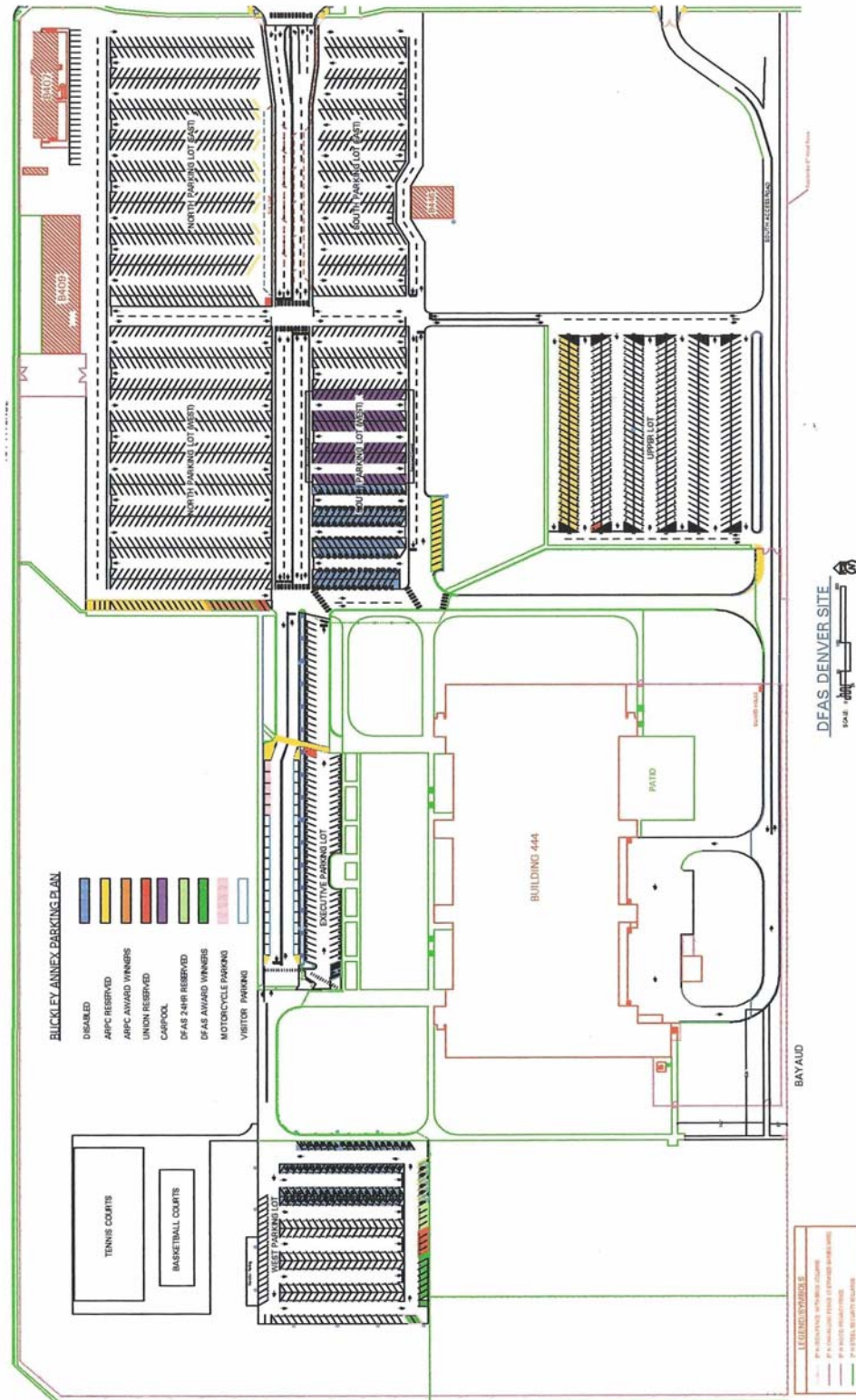
//Signed//  
Richard J. Anderfuren  
Denver Central Site Director

APPENDICES:

- AP1. Parking Lot Map
- AP2. Carpool Statement of Understanding
- AP3. Definitions
- AP4. Statement of Agreement

AP1. APPENDIX 1

PARKING LOT MAP



AP2. APPENDIX 2

CARPOOL AND PLACARD PARKING STATEMENT OF UNDERSTANDING

I have/will read, and understand DFAS-DE 4500.1-I, Vehicle Traffic and Parking Control, November 2006, and agree to abide by the rules depicted in it.

I also understand that if I'm applying for carpool parking, I must abide by the requirements stated in paragraph 4.1.2. of the above mentioned Instruction.

Finally, I understand that I must display my assigned parking placard when using reserved areas, and I must turn it in when I separate, transfer, or retire from the Buckley Annex.

I understand that failure to adhere to this statement of understanding may subject myself to ticketing or towing.

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Print Name (Last, First, MI)

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Signature

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Date

AP3. APPENDIX 3

DEFINITIONS

Buckley Annex. Air Force controlled facilities (Buildings 444, 407, 409, and 667).

Disabled Employees. Employees meeting the requirements of the Colorado statute, 42-3-121, Parking privileges for persons with disabilities. Employees may be designated permanently or temporarily disabled in accordance with the state statute. Employees requiring greater accommodation for mobility assistance will provide medical documentation from private or military medical authorities.

Employees. Government employees or military members working within the Buckley Annex controlled buildings and full time contractors who possess a Buckley Annex approved identification card.

Car-Pool. Groups of two or more people using a motor vehicle daily to and from DFAS Denver on a full time basis.

Reserved Areas. Areas for qualified employees with appropriate parking placards or passes to use on a first come, first serve basis.

Executive Parking. Parking spaces reserved at all times for assignment to executive personnel in appointee positions, Senior Executive Service positions, and equivalent military personnel, and one space reserved for the AFGE Local 2040 President with location priority equivalent to the more senior of either a civilian director or military commander currently assigned.

Visitor Parking. Parking spaces reserved for the exclusive use of visitors to DFAS Denver as defined in paragraph 3.5.6.

Award Parking. Parking spaces reserved at all times for employees that have been awarded a parking space for a specific amount of time.

Union Parking. Parking spaces reserved at all times for the elected officers of AFGE Local 2040. The elected officer positions are: President, three Vice-Presidents, Secretary, Treasurer, and two Trustees.



AP4. APPENDIX 4

STATEMENT OF AGREEMENT

This Instruction has been negotiated with AFGE Local 2040. Both parties are in agreement.

/Signed/

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Sue Schallenberg  
Director, Site Support

/Signed/

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Raymond Molina  
President, AFGE Local 2040