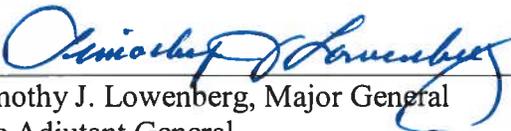


**Unified Washington Military Department and National Guard Policy  
No. 11-02**

<b>Title:</b>	Privately Owned Vehicle Parking on Washington Military Department Property
<b>Former Number:</b>	Security Policy 04-004-05
<b>Authorizing Source:</b>	Revised Code of Washington 38.32.120, 46.55, 46.61
<b>References</b>	Department of Defense Instruction 2000.16, DoD Antiterrorism Standards, 8 DEC 06. Army Regulation 190-5/Air Force Instruction 31-218(I), Motor Vehicle Traffic Supervision, 22 MAY 06. Army Regulation 385-10, The Army Safety Program, 7 NOV 08. Air Force Instruction 91-207, The U.S. Air Force Traffic Safety Program, 22 MAY 07. WAARNG Regulation 210-1, Installation/Facilities Rental Procedures, 8 SEP 06.
<b>Cross-Reference Number</b>	JFHQ-408-05
<b>Information Contact:</b>	NGWA Provost Marshal Building #18 (253) 512-8380
<b>Effective Date</b>	November 1, 2011
<b>Mandatory Review Date</b>	November 1, 2013
<b>Approved by:</b>	 Timothy J. Lowenberg, Major General The Adjutant General Washington Military Department Director

**Purpose**

To establish the Washington Military Department (WMD) policy on parking privately owned vehicles (POVs), to include motorcycles and Recreational Vehicles (RVs), hereby referred to as POVs, on WMD Federal and State property including Camp Murray. Its primary purpose is to ensure personnel working on or visiting WMD property and the Camp Murray installation park their POVs in a manner that promotes public safety and complies with applicable Washington State laws and regulations or other WMD policies.

This policy does not establish additional parking restrictions that may be required during special or heightened security conditions such as the implementation of higher-level Force Protection Conditions (FPCON). Those parking requirements will be outlined in the applicable site-specific Anti-terrorism or Physical Security Plan(s) for each WMD or Washington National Guard (NGWA) installation or facility.

## Scope

This policy applies to all federal and state employees of the WMD, to include both full-time and traditional members of the Washington (Army and Air) National Guard, and visitors on WMD property including the Camp Murray installation, all Washington Army National Guard (WAARNG) and Air National Guard (WAANG) readiness centers, armories, and other geographically separate facilities. This policy applies to POV parking on all WMD property including designated parking lots, interior streets and roads, as well as perimeter roads/trails and other recreational areas.

## Policy

The following outlines the conditions under which personnel working on or visiting WMD facilities or the Camp Murray installation may park their POVs on Federal or State property:

- (a) When it is your place of employment and you are specifically working at that location.
- (b) When you are temporarily working or training at that location during the period you will be parking there.
- (c) When you are temporarily working or training at a different location from your normal work station and using a government-owned vehicle (GOV) to travel from your normal work site to your temporary work site.
- (d) Commanders may authorize unit members to temporarily park their personal vehicles in designated POV parking areas at unit armories during IDT or annual training (AT). This is limited to thirty days. A signed hold harmless agreement must be obtained from the CFMO Officer WAANG equivalent to park beyond the approved thirty-day period or arrangements to park off the installation must be made.

POVs approved to park on Camp Murray while unit members are participating in an off-site unit AT or attending military schools, will be consolidated to the greatest extent possible in one of the parking lots located behind building 91.

- (e) POVs will **NOT** be parked inside facility motor pools along with unit tactical vehicles.

Commercial vehicles, other government (non-military) vehicles, and POVs entering the installation for the purpose of conducting business or visiting are limited to parking only during the time of the visit. Extended parking beyond the allotted time must be cleared and approved by the CFMO Officer or WAANG equivalent. This does not apply to Federal GSA or State agency vehicles "assigned to" WMD organizations. Contractors performing work in support of the WMD may be allowed to park equipment on/at a WMD facility for the duration of the project, if approved as part of the contractual arrangement.

NGWA Commanders/building managers will not allow unit personnel to park long-term (store) POVs at unit armories or on Camp Murray during unit operational deployments without the specific approval of the CFMO Officer or WAANG equivalent. Temporary storage of POVs in an approved government storage lot or commercial facility at government expense can be coordinated by the individual's chain of command as part of the mobilization process.

Parking at the Camp Murray campground is reserved specifically for use by campground staff, tenants/guests of the RV or primitive (tent) camping sites, or individuals who have paid a fee to use the boat launch or other rental facilities.

**Reserved Parking.** Except as required by applicable Federal and Washington State laws regarding designated disabled parking spaces (for both employees and visitors), parking areas and spaces shall not be reserved or assigned for specific individuals, groups, or functions unless approved “by exception” as follows:

- (a) On Camp Murray, designation of assigned or reserved parking spaces must be approved by the Camp Murray Installation Commander.
- (b) At WMD facilities located on a Federal installation, designation of assigned or reserved parking spaces will comply with the established Service Component regulations or other Command policies and procedures for that installation.
- (c) At any other separate or geographically remote WMD facilities, designation of assigned or reserved parking spaces must be approved by the appropriate Station Commander, Directorate Chief, or Division Head with oversight responsibility for that particular facility.
- (d) In general, reserved spaces should be limited to the senior commander and senior non-commissioned officer for military units. A reserved space that supports a “Soldier, Airman, or Employee of the Month” program would also be appropriate.
- (e) At separate or geographically remote WMD facilities with multiple tenants (Guard, state agency, other jurisdictions, private, etc.) the appropriate Station Commander, Directorate Chief, or Division Head must assure an equitable share of parking for all tenants and visitors. The CFMO can assist in helping to determine an equitable distribution of parking based on requirements established in existing contracts, Memoranda of Agreements, or other arrangements with facility tenants.
- (f) At all WMD locations, reserved premium parking for vanpools/carpools and alternately powered vehicles (electric, natural gas, etc.) should strongly be considered to provide an incentive for these forms of transportation. Eligibility for this type of exception should be validated and coordinated by the applicable Federal/State coordinator(s) for WMD/NGWA Commute Trip Reduction or similar programs.
- (g) At all WMD locations, reserved spaces for visitor and/or vendor parking should be considered where visitor/vendor traffic justifies the reservation.
- (h) For disabled employees requiring an individual reserved parking space for accommodation purposes, the requirement will be approved and coordinated by the applicable Federal/State HRO with the appropriate Installation/Station Commander.

In those exceptional cases where a “Reserved” parking space is approved, in accordance with guidelines established in AR 190-5, paragraph 4-8, these assigned or reserved parking spaces will **not** be labeled or have signs emplaced that identify the name, rank, grade, or title of the individual to which the space is assigned. Instead, such spaces either will be marked only with a sign that reads simply “Reserved” and which may or may not also have an administrative number added.

**Violations.** Except for the conditions specified above and in accordance with WAARNG Regulation 210-1, paragraph 2-2 f., it is prohibited to store personal cars, boats, recreational

vehicles, or other personal property on WMD State or Federal property (grounds), any of its parking lots or storage areas.

Unless properly parked in an approved location at the Camp Murray campground, recreational vehicles, campers and boats will only be brought onto the installation if the vehicle is being used as or towed by the primary means of transportation that day and it will be removed from the installation that same day. While parked on the installation, recreational vehicles will not be parked in an area or manner that will pose a risk to public safety by potentially obstructing fire, police or emergency medical response vehicles.

The owners/operators of recreational vehicles temporarily parked on the installation but outside the Camp Murray campground will **not** connect their vehicles to draw electrical power from a State-owned facility or other source of electricity (e.g., power pole or generator).

**Illegally Parked Vehicles.** In accordance with applicable and referenced portions of the Revised Code of Washington (RCW), the following vehicles will be considered to be illegally parked and subject to possibly being towed and impounded at the owner's expense:

- (a) Vehicles parked in a manner which represents an immediate hazard to public safety, such as blocking a fire hydrant, fire lane, or other violations defined in RCW 46.61.570.

WMD Security may request immediate towing of vehicles that obstruct emergency vehicle access roads or pathways.

- (b) Vehicles parked in a manner which damages or could damage WMD property, including parking on/in landscaped areas, on pedestrian pathways, or in natural preservation areas.
- (c) Vehicles parked in designated and marked Disabled parking spaces without displaying the appropriate Disabled permit/license plate (as defined by RCW 46.61.581).

The WMD Security Section has the right to ask individuals to move their car in cases where there is evidence that an individual is improperly using a Disabled permit/license plate in order to park in a designated Disabled parking space.

- (d) Vehicles found on the installation which are extensively damaged or inoperable and not movable under their own power (e.g., "junk vehicles," as defined by RCW 46.55.230).
- (e) Vehicles with an expired State registration of more than 45 days.
- (f) Vehicles determined to be a stolen vehicle. (Note: Station Commanders (or the WMD Security Section for vehicles on Camp Murray) should immediately notify the supporting law enforcement agency (LEA) to report suspected stolen vehicles and to coordinate the vehicle's impoundment by the LEA.)
- (g) Vehicles belonging to a driver who is arrested and taken into custody by the police while on WMD property.

Vehicles found parked on Camp Murray that are in violation of this policy will be issued a Violation Notice by the WMD Security Section. A copy of the notice will be electronically filed in the WMD Security Section office for tracking and future reference. If after **72** hours following the issuance of the Violation Notice the improperly parked vehicle has not been moved, the WMD Security Section and/or NGWA Provost Marshal will contact the local civilian

law enforcement agency with jurisdiction for the installation to report the parking violation and initiate possible impoundment, as deemed appropriate.

For vehicles found at NGWA armories or other separate facilities not located on federal installations that are believed to be abandoned or parked in violation of this policy, NGWA commander or staff should report these vehicles to the NGWA Provost Marshal.

Warning signs advising vehicle owners/operators of the risk of impoundment for improper parking will at a minimum be posted at Camp Murray installation access control points. These signs will clearly indicate:

- (a) The times a vehicle may be impounded as an unauthorized vehicle.
- (b) The name, telephone number, and address of the towing firm where the vehicle may be redeemed.

Vehicle owners/operators should contact the WMD Security Section, located in Building 33, for additional details on the towing company used to impound vehicles on Camp Murray.

Unit commanders and/or building managers in NGWA facilities/armories located outside Camp Murray will comply with this policy and establish detailed procedures regarding POV parking specific to their facilities. In the event of parking violations at NGWA facilities/armories that cannot be remedied on-the-spot, commanders/building managers should contact the NGWA Provost Marshal for guidance.

Violation of this policy may result in military justice punishment, disciplinary action, or adverse administration action for military members and civilian employees of the WMD, in addition to issuance of violation notices and towing/impoundment.