

RTCINST 11240.2K
22
15 Jun 04

RECRUIT TRAINING COMMAND INSTRUCTION 11240.2K

Subj: PRIVATELY OWNED VEHICLE (POV) PARKING

Ref: (a) NTCGLAKESINST 11200.4E

Encl: (1) Recruit Training Command Parking Regulations
(2) Parking Authorization Diagrams
(3) Reserved Parking Request

1. Purpose. To update regulations governing parking aboard Recruit Training Command (RTC), to include Camps Moffett, Porter and John Paul Jones. This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. NAVCRUITRACOMGLAKESINST 11240.2J.

3. Policy.

a. RTC is a closed base. Access to the base requires a valid DOD decal issued by NAVSTA Great Lakes or valid visitor's pass, auto liability insurance and current vehicle registration. In addition to the DOD decal for access to this command, vehicles must have a RTC decal (square knot). Personnel without a RTC decal must obtain a visitor's pass from the RTC Master-at-Arms at Gate 6 Pass & ID Office. During special occasions (graduations, retirement ceremonies, etc.) a special pass or access list will be provided.

b. Park vehicles only in authorized parking areas. Enclosure (1) lists parking regulations and specifies "no parking" areas. Enclosure (2) reflects standard reserved parking authorization for all buildings, streets and parking areas within the command. Enclosure (3) is the commands standard reserved parking space request.

c. Unless otherwise designated in enclosures (1) and (2), parking spaces are for general parking and are available on a first-come, first-served basis.

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4. Responsibilities

a. The RTC Executive Officer shall review and approve/disapprove all requests for reserved parking areas.

b. The RTC Security Officer shall review and recommend approval/disapproval to the RTC Executive Officer for all reserved parking area requests.

c. Tennant command OIC's and/or Directors shall review all requests for reserved parking from their unit and submit recommendations IAW this instruction to the RTC Security Officer for submission to RTC Executive Officer.

d. The RTC Security Officer shall conduct periodic inspections of all parking areas to ensure compliance with RTC instructions and administer parking violations/tickets if required. Personnel authorized reserved parking will be issued a serialized parking sticker, which will be placed on the left side of the members rear window.

e. The RTC Safety Officer shall conduct periodic inspections of all parking areas to ensure compliance with NAVOSH regulations.

f. The Facilities Officer shall procure and distribute all parking signs and markings.

5. Review. The RTC Security Officer will review this instruction on an annual basis.

/s/

M. L. MORAN

Recruit Training Command Parking Regulations

1. Reserved parking aboard Recruit Training Command is limited to Ship's Officers and Ship's LCPOs, Senior medical personnel (Branch OIC/Directors & LCPO's), DOD employees GS-12 or above, and approved Department Heads.
2. One-way streets/avenues (i.e. Ohio, 5th & 6th) are authorized for parking only as marked, except during inclement weather. When snowfall is predicted in excess of 3 inches, parking will not be allowed due to snow removal requirements. During these periods, parking condition RED will be announced via e-mail and displayed at RTC access points.
3. Parking between ships is restricted to the West side of all grinders. The East side of the grinders is reserved for recruit staging.
4. North and South Porter parking lots are designated overflow parking. RTC personnel will not park on North Porter grinder on Thursday's and Friday's due to graduation parking requirements.
5. Parking is prohibited in the following areas:
 - a. Areas marked by posted signs or a yellow painted curb.
 - b. Any area prohibited by the RTC Master-at-arms in the discharge of official duties.
 - c. Any area at or near the scene of a fire or where prohibited by a firefighter in the discharge of official duties.
 - d. Any area in front of or within 15 feet of each side of a fire hydrant.

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e. Any area not specifically designated for parking by signs, unless directed by the Master-at-arms force in support of a special event.

f. Any place where movement of traffic would be impeded or blocked.

g. Any sidewalk or within 15 feet/directly in front of a building, with the exception of the Commanding Officer or VIP vehicles.

6. Park parallel to the road and not more than 6 inches from the edge of the road or curb. Do not park on the grass or shoulder of the road. Where lines or signs provide for angle parking, park in the angle indicated. Double parking is not permitted. No vehicle may be parked in a manner, which would prevent the owner or operator from entering or leaving a parking space or gaining access to the road.

7. Do not leave vehicles unattended with the engine running or the keys inside.

8. Close all windows and lock all doors of vehicles parked on base overnight.

9. Do not leave children or pets unattended in vehicles.

10. Vehicles parked in prohibited area or not in compliance with this instruction may be towed at owners expense by the Chief Master-At-Arms or GLPD. Vehicles blocking fire hydrants and emergency fire lanes will be towed immediately.

11. Major repair work on POV's cannot be performed in parking areas, with the exception of safety or minor repairs (i.e. changing flat tire, dead battery).

OHIO STREET

TAILOR SUP	OPEN											
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BLDG 930 Seamanship

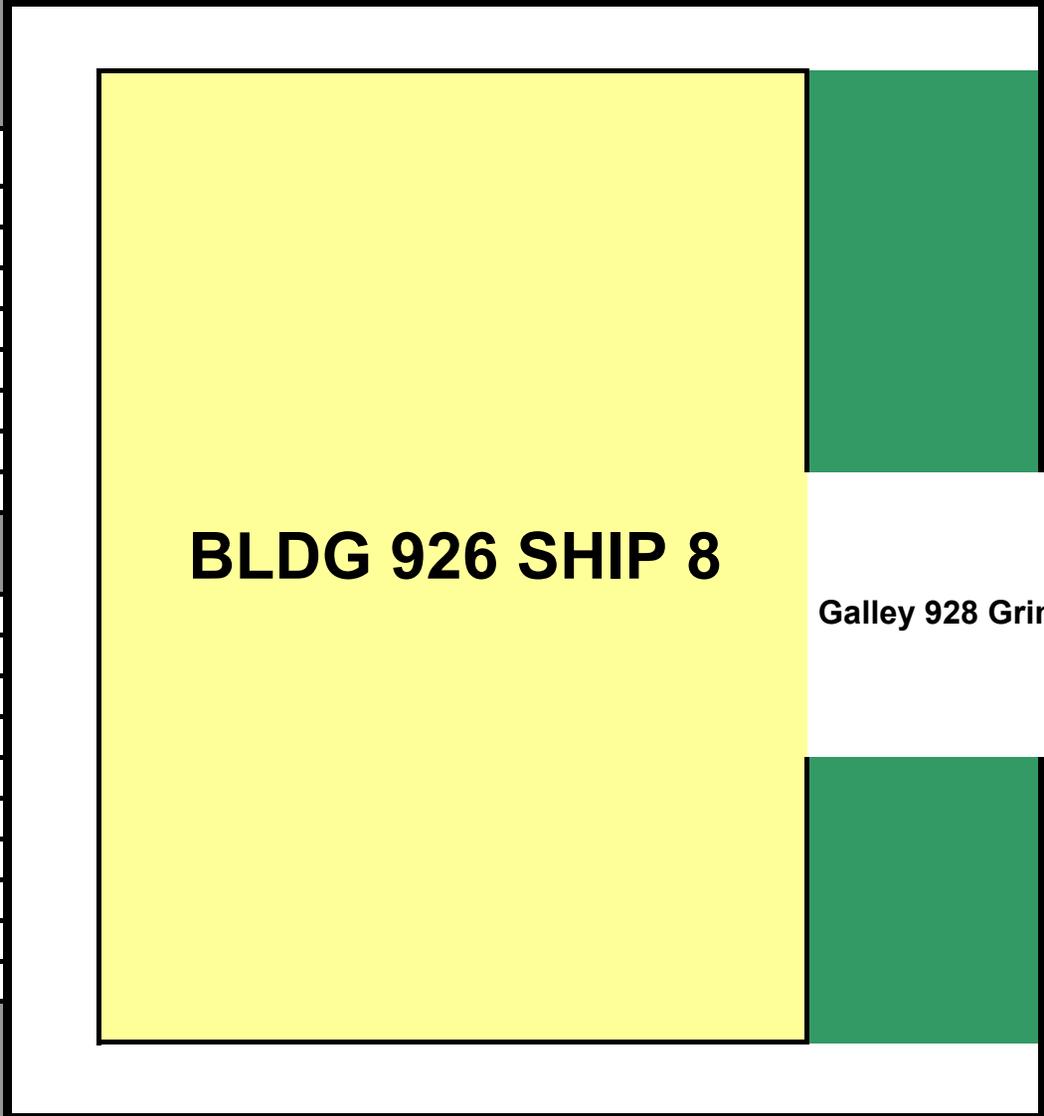
**BLDG 933
Marlin-
spike**

**BLDG 912 TAILOR
SHOP/LAUNDRY**

INDIANA STREET

3rd AVENUE

INDIANA STREET



BLDG 926 SHIP 8

Galley 928 Grinder

- OPEN

- OPEN
- OPEN
- OPEN
- OPEN
- OPEN
- OPEN
- OPEN
- OPEN
- OPEN

5TH AVE



FREEDOM HALL

ILLINOIS STREET

GALLEY 928

GRASS AREA

GALLEY

GRASS AREA

OHIO STREET

927

BLDG 929

4TH AVE

OPEN

INDANA STREET

3RD AVE

OHIO
STREET

OPEN

OPEN

OPEN

OPEN

OPEN

LCPO

MARLINSPIKE 933

**NEX LAUNDRY
912**

LEADS TO JOHN PAUL JONES

HANDICAP
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OPEN
OPEN

HANDICAP
HANDICAP
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VIP

DEPT HEAD
LCPO
HEAD REU
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OPEN

TRANQUILITY

BLDG 1120 SHIP 1

SHIPS-O	SHIPS-O	LCPO	LCPO	OPEN										
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STAGGING AREA

SHIPS-O	LCPO
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BLDG 1121 SHIP 2

9TH AVE

INDIANA STREET

BLDG 1126 SHIP 7

OPEN
OPEN
OPEN
OPEN
OPEN
OPEN
OPEN
OPEN
OPEN

4TH AVE

OPEN
OPEN
OPEN
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OPEN
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OPEN
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OPEN
OPEN

**FREEDOM
HALL**

ILLINOIS STREET

GRASS

MOTORCYCLE	MOTORCYCLE	MOTORCYCLE	MOTORCYCLE	CDO	OPEN	OPEN	FIRE HYDRANT	OPEN	OPEN	POSTAL	OPEN	OPEN	OPEN	OPEN	OPEN	GOV	GOV	FIRE HYDRANT	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
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OHIO STREET

7TH AVE

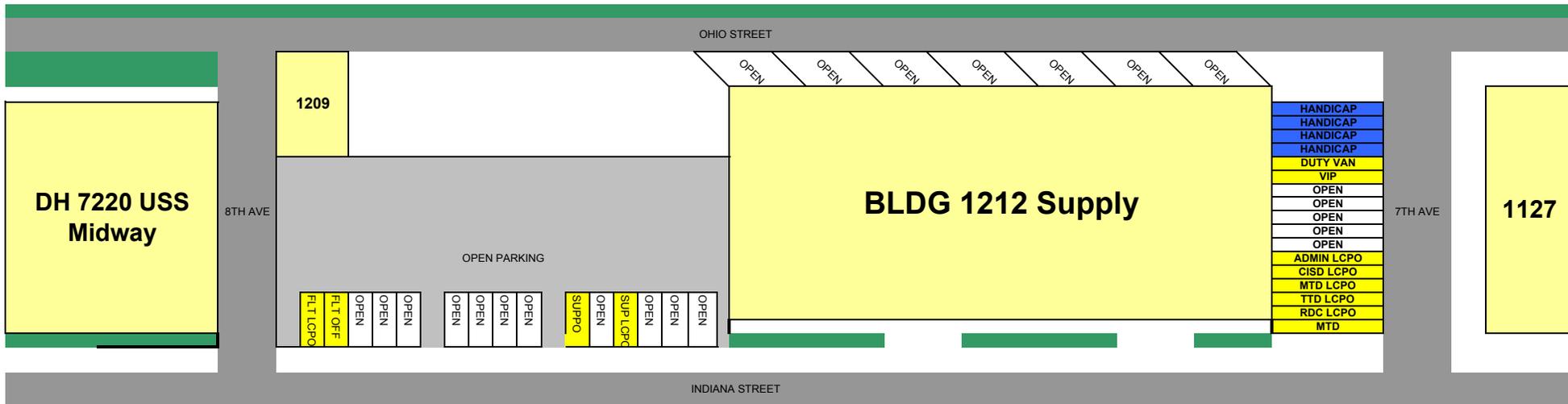
OPEN
OPEN
OPEN
ADMIN OFF
MSO
OPEN
RSO LCPO
TTD
CISD
JAG
CHAPLAIN
CMC
XO
CO SEDAN
CO
NSTC ADMIRAL



8TH AVE

MANNING LCPO
OPEN
FTT
FTT LCPO

INDIANA STREET



ILLIONIS STREET

OPEN							
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**NORTH
PORTER
GRINDER**

CHAPEL

TRACK

OPEN
OPEN
PAO LCPO
CMAA
PAO

BLDG 1313 MCPON Hall

NORTH PORTER GRINDER



- OPEN
- LCPO
- SHIPS-O

KENTUCKY STREET

GRASS AREA

BLDG 1420 SHIP 15

- OPEN

GRASS

GRASS

GRASS

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- OPEN
- LCPO
- UNIFORM OFFICER

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GRASS

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- HANDIC

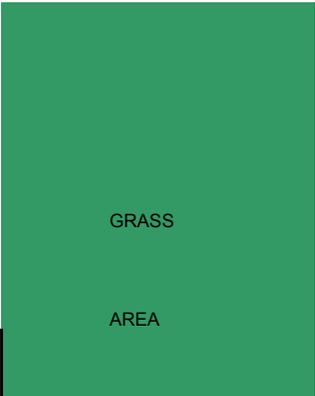
MISSOURI STREET

GRASS

GRASS AREA GRASS AREA

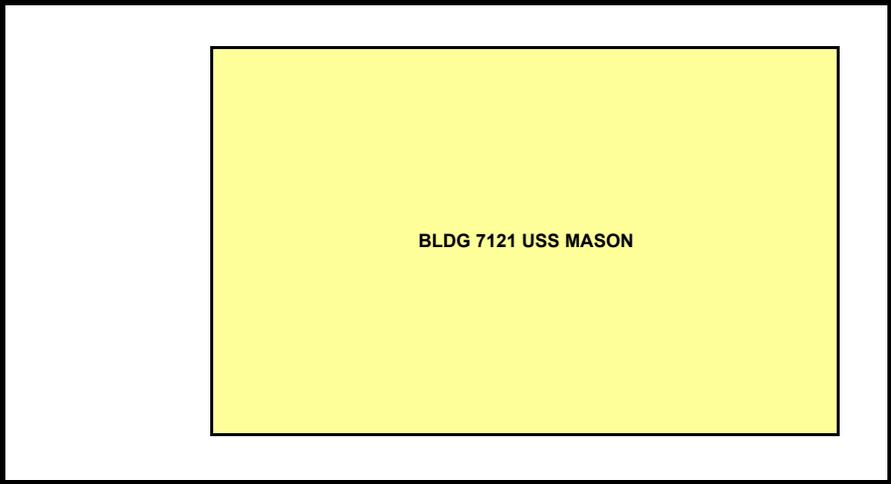


BLDG 1523 RED ROVER



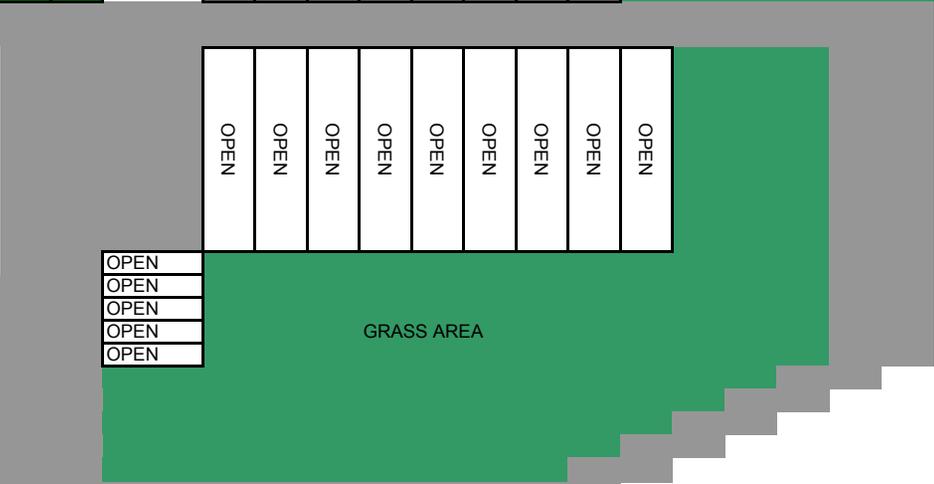
GRASS
AREA

GOV	GOV		OPEN								
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BLDG 7121 USS MASON

GRASS
OPEN
LCPO
SHIPS-O
GRASS

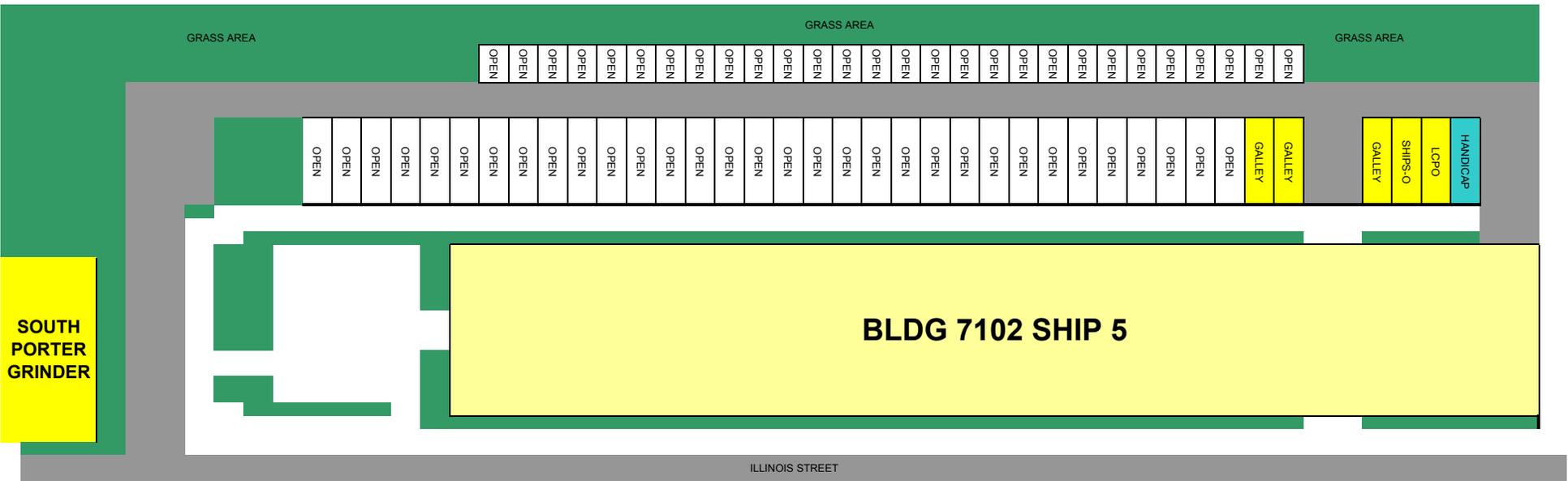


OPEN								
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OPEN

GRASS AREA

KANSAS STREET



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Date: _____

Reserved Parking Request

From:

To: RTC Executive Officer

Via: (1) Security Officer
(2) Department Head
(3) Division Officer

Subj: RESERVED PARKING SPACE REQUEST

Encl: (1) Memorandum Work Request NTC-4700/4 (Rev. 6/69) -GL
(2) Map indicating location of requested space

1. Request reserved parking at the following location(s):
2. Justification:

NAME and SIGNATURE

Enclosure (3)