



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601 PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11200.5C

N3

18 Jul 2000

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11200.5C

From: Commander, Naval Training Center, Great Lakes

Subj: PARKING FOR BUILDING ONE PERSONNEL

Ref: (a) NTCGLAKESINST 11200.4C

Encl: (1) Location Map of Building one Parking Spaces

1. Purpose. To establish procedures and policy for the administration of vehicle parking for personnel assigned to commands occupying Building One.

2. Cancellation. NTCGLAKESINST 11200.5B

3. Background. Reference (a) provides guidance regarding procedures and policy for the administration of vehicle parking on board the Naval Training Center, Great Lakes complex. Historically, because of frequent turnover of personnel administering parking assignments and inconsistency in the assignment of reserved parking, the administration of parking specific to Building One Commands and personnel has been confusing.

4. Scope. This instruction is applicable to personnel and all commands and activities having offices and/or workspace located in Building One.

5. Policy. Based on reference (a), the policy for assigning Building One allocated parking spaces (enclosure (1)), will be based on the following priorities:

a. Government motor vehicles used in direct support of installation/activity/departmental missions.

b. Government motor vehicles used in general support missions; e.g., couriers, postal, cargo delivery.

c. Privately owned vehicles of disables/handicapped personnel.

d. Privately owned vehicles of patrons and visitors.

e. Privately-owned vehicles of Building One assigned personnel and employees as follows:

(1) "B1" Numbered Reserved assignments will be provided for Commanding Officers, Officers-in-Charge, Command Master Chiefs, military O-4 and above, civilian GS-12 and above, then for department heads below the military rank of O-4. Requests for numbered reserved parking shall be made in writing to the NTC Assistant Chief of Staff, Base Operations (ACOS, BOS). Requests for reserved parking for individuals who do not meet the criteria listed above will be reviewed on a case-by-case basis.

(2) "B1" parking stickers are also authorized for issue to military E-7 and above, civilian GS-7 and above for Building One assigned personnel. "B1" unnumbered spaces are available on a "first come, first serve" basis. Additional parking spaces for "B1" stickers is available in the "B" parking lot located approximately one block northeast of Building One near Building 122.

(3) "B1-100" parking stickers are authorized for all Building One assigned personnel not covered above. "B1-100" parking stickers are authorized use of parking lot "B."

6. Action.

a. The NTC ACOS BOS shall:

(1) Be designated as the Building One parking coordinator responsible for all elements of Building One parking.

(2) Maintain liaison with all Building One commands to resolve any parking problems.

b. Building One Maintenance Supervisor (BMS) shall:

(1) Establish and maintain a log of all "B1" parking stickers issued.

(2) Issue tickets to vehicles not parked per this instruction.

(3) Maintain all parking signs designating "B1" Numbered Reserved, etc. that are assigned for Building One use.

(4) Assist the NTC ACOS BOS in resolving any parking problems that arise.

c. Building One Commands shall:

(1) Assign a command parking coordinator from their command and identify this individual to the NTC BMS.

(2) Assist the NTC ACOS BOS/BMS Building One in resolving any parking problems that arise regarding their respective personnel.

(3) Report the names of relieving personnel, who shall be assigned a parking space occupied by the individual relieved.

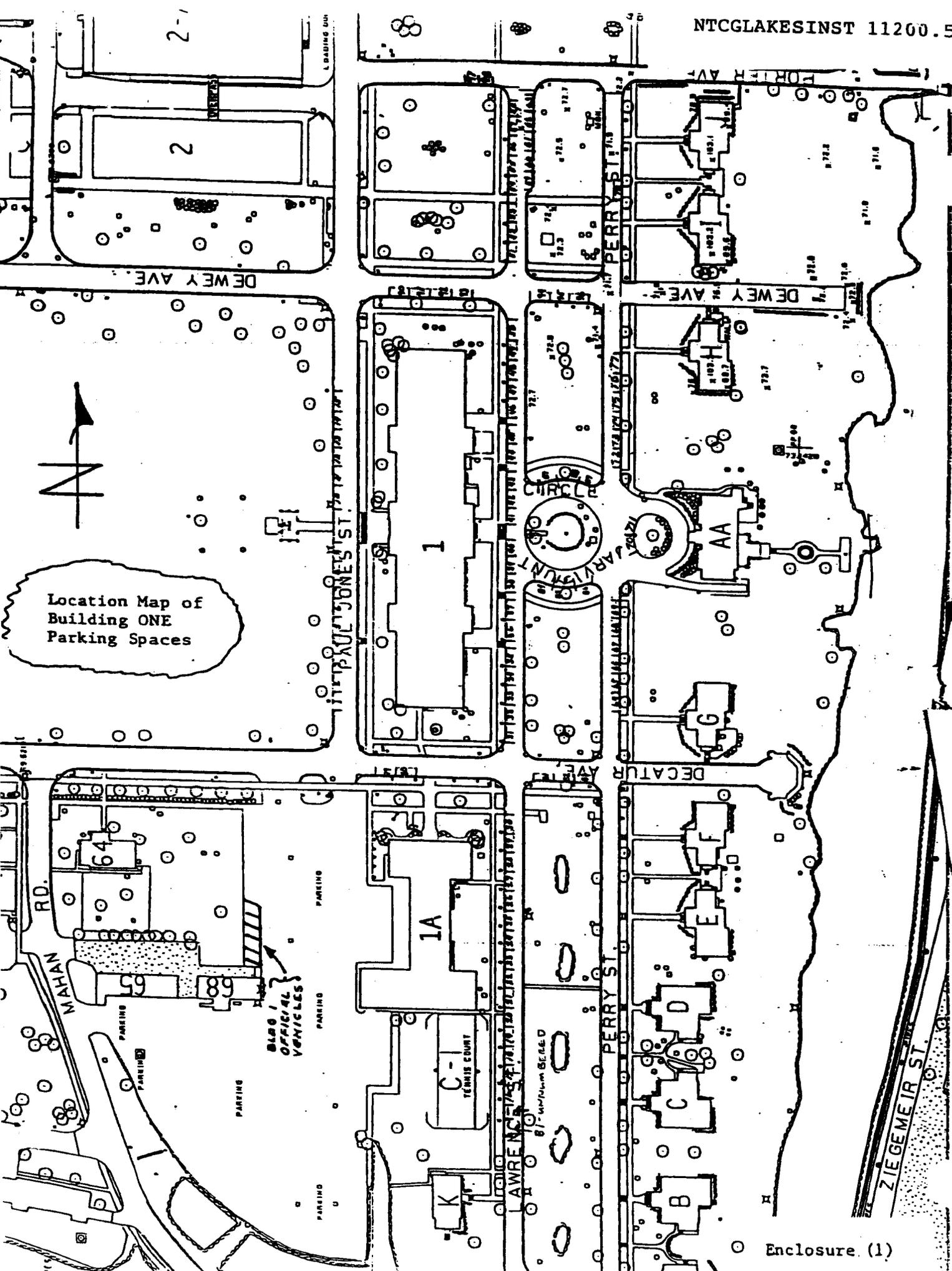
d. Individuals shall report to the Building One BMS (located in the basement):

(1) For issuance of the appropriate Building One parking sticker.

(2) Upon detaching from a Building One activity to have his/her name removed from the parking records.


G. L. GERARD
Chief of Staff, Operations

Distribution:
Tenant Commands Building One
NTC Building One COSSs, ACOSs
Dept. Heads, Special Assistants



Location Map of Building ONE Parking Spaces

Enclosure (1)