



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 15<sup>TH</sup> REGIMENTAL SIGNAL BRIGADE  
606 BARNES AVENUE  
FORT GORDON, GEORGIA 30905-5729

REPLY TO  
ATTENTION OF:

ATZH-TB

20 January 2015

MEMORANDUM FOR ALL ASSIGNED AND ATTACHED MILITARY AND CIVILIAN  
PERSONNEL

SUBJECT: Policy Letter #24: Authorized Reserved Parking Spaces for Units and  
Schoolhouses Within the 15<sup>th</sup> RSB

1. References:

- a. USACyberCoE and Fort Gordon Regulation 210-3, para. 2-8
- b. Uniform Federal Accessibility Standards retrieved from <http://www.access-board.gov/ufas/ufas-html/ufas.htm#intro>

2. This memorandum establishes policy for reserved parking spaces within 15<sup>th</sup> RSB subordinate units and schoolhouses.

3. All parking spaces will be reserved and labeled by title, not by name. For example, reserved parking space for the Brigade Commander will be labeled as: 15<sup>th</sup> RSB CDR, not by name.

4. At the Brigade level, the following positions are authorized reserved parking spaces:

- a. Brigade Commander
- b. Deputy Brigade Commander
- c. Command Sergeant Major
- d. Academic S3
- e. S3 OIC or NCOIC (1 space)
- f. S1 OIC or NCOIC (1 space)
- g. S2 OIC or NCOIC (1 space)
- h. S4 OIC or NCOIC (1 space)

5. At the Battalion level, the following positions will be authorized reserved parking spaces:

- a. Battalion Commander
- b. Battalion Executive Officer
- c. Command Sergeant Major
- d. S1 NCOIC (1 space)
- e. S2 NCOIC (1 space)

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f. S3 OIC or NCOIC (1 space)

6. At Company level, the following positions will be authorized reserved parking spaces:

- a. Company Commander
- b. First Sergeant

7. At the schoolhouse level, the following positions will be authorized reserved parking spaces:

- a. Schoolhouse Director
- b. Schoolhouse Sergeant Major
- c. Technical Director (442<sup>nd</sup> Signal Battalion)

8. Handicapped parking is authorized and is dictated by the Uniform Federal Accessibility Standards. In addition to the required handicapped parking, each organization will allocate additional handicapped parking for staff in possession of a handicapped permit or state id plate. The parking space will be marked with the standard handicapped sign and an additional sign below indicating "Staff". No personal names will be used. Handicapped parking space requirements and standards are defined in Uniform Federal Accessibility Standards, para. 4.1.1(5) and are outlined below:

<b><u>Total Parking in Lot</u></b>	<b><u>Required Minimum Number of Accessible Spaces</u></b>
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9

9. All reserved parking spaces must be clearly marked and may not interfere with the use of or alter access to handicapped parking spaces.

10. All areas are authorized reserved parking for military vehicles.

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11. Individuals as authorized to allocate their reserved parking space to another individual, based solely on merit or accomplishment. For example, the Schoolhouse Sergeant Major is authorized to allocate his or her parking space to the Battalion Instructor of the Quarter. Individuals may not allocate their parking space to a specific individual.

12. POC for this memorandum is the Academic S3 at (706)791-3725.

  
MARCUS A. REESE  
COL, SC  
Commanding