

**BY THE ORDER OF THE COMMANDER,
436TH AIRLIFT WING**



**DOVER AIR FORCE BASE
INSTRUCTION 32-1002**

25 AUGUST 2004

Civil Engineering

RESERVED PARKING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 32-10, *Installations and Facilities* and Air Force Handbook 32-1084, *Facility Requirements*. Provides all unit commanders with general policy and procedural guidance as to who are authorized reserved parking spaces and how to request proper marking of spaces. It applies to all units assigned or tenant to Dover Air Force Base.

SUMMARY OF REVISIONS

A bar (|) indicates a revision from the previous edition. Renumbered publication due to the deletion of paragraph 2. Updated information in new paragraph 2. Reference in paragraph 3. changed from AFR 88-40 to UFC 3-120-01.

1. Purpose. To give Dover Air Force Base a cleaner, less cluttered look, this instruction limits the number of reserved parking signs. Guidance for this policy is contained in the AMC "Commander's Guide to Facility Excellence."

2. General. Reserved parking signs are limited to the following:

Wing Commander	XXX AW/CC
Vice Wing Commander	XXX AW/CV
Command Chief	XXX AW/CCC
Group Commanders	XXX/CC
Deputy Group Commanders	XXX/CD
Group Superintendents	XXX/CCC
Wing/Group Executive Officers	XXX/CCE

Inspector General	XXX/IG
Wing Staff Elements	XXX/CCS, XXX/SE, XXX/PA, XXX/XP, XXX/FM XXX/SJA, XXX/DSJA, XXX/AT, XXX/CX, XXXCP
AF Legal Services Agency	AFLSA/ADC
Squadron Commanders	XXX/CC
First Sergeants	XXX/CCF
Honor Guard	XXX/HONOR GUARD (Facility 205,Base Exchange, Club)
Customers	CUSTOMER
Handicapped	HANDICAPPED
Chaplain	CHAPLAIN
Government Vehicle	GOVT VEHICLE
Annual/Quarterly Award Winner	ANNUAL/QTRLY WINNER (Club)
Any Lieutenant (2)	ANY LT (Club)
Colonel/General (3)	COL/GEN (Club and Base Exchange)
Chief Master Sergeants(3)	CMSGT (Club and Base Exchange)
Squadron Commanders/First Sgt(3)	SQDN CMDR/FIRST SGT (Club and Base Exchange)
Commissary	Store Officer, Deputy Store Officer, Employee of Quarter
Expectant/ New Mothers	EXPECTANT/NEW MOTHERS (Commissary/ BX / Hosp.)

2.1. Union reserved parking signs will be in accordance with the applicable Memorandum of Agreement.

2.2. Unit Awards signs will be for the current year only, 6 inch x 38 inch sign attached to the bottom of the facility sign.

3. Procedures. Erection of reserved parking signs is not automatic; it is the responsibility of each squadron, group, or wing staff agency to request the signs they require. Submit request on AF Form 332, **Base Civil Engineer Work Request**, by the Facility Manager. Submit requests to the 436th Civil Engineer Squadron for approval. All signs will meet standards set forth in Unified Facilities Criteria (UFC) 3-120-01, *Air Force Sign Standard*.

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