



FEDERAL AVIATION ADMINISTRATION
Mike Monroney Aeronautical Center
Office of Facility Management

ORDER
AC 1600.87

Effective Date:
06/01/2020

SUBJECT: MMAC Vehicle Registration, Parking and Traffic Control

1. Purpose of the Order. This Order establishes the Mike Monroney Aeronautical Center (MMAC) Vehicle Registration, Parking, and Traffic Control policy and describes the processes and procedures for vehicle access to MMAC. This order is also meant to encourage and promote traffic safety across the Center.

2. Audience. The audience for this Order is all MMAC employees, contractors, other government employees, and military personnel assigned to the MMAC, as well as visitors and students who operate motor vehicles on the MMAC.

3. Where You Can Find This Order. The published Order is located on the FAA.GOV website at https://www.faa.gov/regulations_policies/orders_notices/ or on the MyFAA Employee website at http://www.faa.gov/regulations_policies/orders_notices.

4. Related Publications and References. See Appendix B, AC 1600.21xx

5. Definitions. See Appendix C, AC 1600.21xx

6. Explanation of Policy Changes.

- a. Establishes a separate policy under Order AC 1600.21 for Vehicle Registration, Parking, and Traffic Control.
- b. Updates the vehicle registration and parking procedures.
- c. Adds procedures for parking requests.
- d. Adds procedures for the towing of illegally parked vehicles and the removal of abandoned vehicles from the MMAC grounds.
- e. Clarifies reserved parking authorizations.

7. Background. In support of the FAA's continuing mission to provide the safest, most efficient aerospace system in the world, the MMAC campus supports thousands of employees, contractors, and visitors each day. A safe and organized approach to vehicular traffic and parking is important to allow all of these individuals to perform their job functions.

8. Scope. This Order must be distributed to organizational directors and tenant heads at the Aeronautical Center.

9. Roles and Responsibilities

a. AMP-300:

- (1) Reviews all AC Forms 1600-1, Parking/Traffic Citation, issued by the MMAC guard service.
- (2) Sends notifications of the violations to the employee's first-line supervisor/manager in the MMAC or tenant organization for appropriate action.
- (3) Sends notifications of the violations to the contract employee's Contracting Officer's Representative (COR) for appropriate action.
- (4) Consults with appropriate management officials regarding violations of this Order.
- (5) Notifies the MMAC Facility Manager and the Director of the employee's/contractor's organization when an employee/contractor receives (3) or more parking and traffic violations in a calendar year.

b. Managers:

- (1) Discuss parking/traffic citations with employees and take appropriate administrative action.
- (2) Furnish written responses to AMP-300 for all parking/traffic violation notifications received.

c. Contracting Officer's Representative (COR):

- (1) Furnish written responses to AMP-300 for all parking/traffic violation notifications received for contract employees.

d. Employees:

- (1) Adheres to and implements the policies contained within this Order.

10. General Requirements

- a. All regulatory traffic or parking signs, curb markings, or posted notices displayed must be obeyed (i.e., stop signs, speed limit signs, parking signs, parking restrictions). Provisions for special event parking or emergency evacuation are to be obeyed whether they are indicated by signs or by personnel assigned to direct vehicles. Under all circumstances, directions given by authorized personnel must be immediately complied with and must supersede signs or other markings.
- b. All City and State rules and regulations, as well as all directive signs governing the use of motor vehicles, must be observed at all times.

- c. The speed limit for all motor vehicles on MMAC Streets and Roadways is 25 miles per hour unless otherwise posted. The speed limit for all parking lots is 10 miles per hour.
- d. Pedestrians must use crosswalks and sidewalks. No pedestrian will suddenly leave the curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard. When traffic-control signals are not in place or not in operation, motorists must yield the right-of-way to pedestrians within a crosswalk. Where traffic control signals are in place, pedestrians must cross with the pedestrian crossing sign or traffic signal in absence of a crossing sign.
- e. Unnecessary noise from radios, horns and mufflers is prohibited.
- f. All vehicles that park on MMAC at any time must be registered with the Aeronautical Center Security Pass and ID Desk located at the Security Command Center. In the case of an emergency, it will make it easier to contact the person if the Security Office has the necessary information. All vehicles must have an MMAC sticker or Vehicle pass visible.
- g. Vehicles with State or Federal Government tags must comply with all MMAC Traffic and Parking rules and Orders pertaining to motor vehicles.

11. Vehicle Registrations

- a. It is the responsibility of all employees, contractors, students and visitors of the MMAC who operate a vehicle on campus to register their vehicle(s) with the Pass and ID Desk. Vehicle registration requirements include motorcycles, motorbikes, scooters, automobiles, and trucks. A vehicle may only be registered to one person at any single point in time.
- b. Visitors should go to the Pass and ID Desk and obtain a temporary parking pass for the day or days of their visit.
- c. New employees should go to the Pass and ID Desk and obtain a seven (7) day temporary parking permit that will be used until the new employee obtains a Personal Identity Verification (PIV) card.
- d. MMAC vehicle ID media (vehicle decals) will be numbered serially for control purposes. MMAC vehicle ID media will be safeguarded in the same manner prescribed for personnel ID media. Individual employees and contractors are responsible for safeguarding vehicle ID media. Vehicle ID media must be removed when a car is sold, traded, disposed of, has a windshield replaced, or if employment at the Aeronautical Center is terminated for any reason.
- e. MMAC vehicle decals must be permanently affixed at the lower corner of the driver's side front windshield. Requests for deviations to the decal placement must be forwarded to the Operations and Maintenance Division (AMP-300) to determine necessity and provide an approved alternate placement.

f. Placement of MMAC vehicle decals on motorcycles must be on the driver's left-front fork in visible sight. In order to prevent damage to certain front forks, motorcycle drivers may receive a hard badge vehicle decal. The hard badge vehicle decal must be presented to the Contract Security Officer before the motorcycle will be allowed to enter MMAC.

g. All MMAC Vehicle Parking Decal/Permits must be destroyed, to the extent possible, after the expiration date.

h. In the event that a decal or temporary pass is stolen or destroyed, the individual must report the loss of the decal to the Pass and ID Desk.

i. Vehicle registration renewal will be required for all DOT/FAA employees and contractors as required by the FAA or upon decal expiration.

j. Vehicles that have not been registered, or which do not display the appropriate decal or pass, are subject to the issuance of a written citation and/or the appropriate disciplinary action and/or suspension/revocation of parking privileges.

k. The following vehicle ID system procedures apply to the MMAC:

(1) Employees and Contractors Assigned to MMAC

FAA and contract employees must be physically located at the MMAC or at one of the FAA leased off-site premises or facilities to obtain an approved MMAC vehicle decal. Employees and contractors must provide the following information to obtain a MMAC vehicle decal:

- Proof of employee or contractor status
- Valid motor vehicle operator's license
- Completed MMAC Traffic Safety Briefing certificate
- Completed AC Form 1600.16, Vehicle Registration

(2) FAA Students

- The appropriate training office must be responsible for issuing parking permits and ensuring an accurate record of each student's name, parking permit number, and other pertinent information is maintained. The parking permit must have an expiration date that coincides with the completion date of the training.
- Each student will be given a serially numbered Parking Permit. It must be filled out completely, including the student's name, vehicle year and make, vehicle license number, and expiration date of the class.
- Student parking permits must be placed on the driver's side of the vehicle dash or on the inside front windshield in visible sight.

(3) Visitor Vehicles

Visitors will be required to register their vehicle with MMAC security and will be issued a temporary visitor's vehicle pass for authorized vehicle entry into the MMAC. Information required from visitors will include the following data:

- Name of vehicle driver
- Make/color of vehicle
- License tag number
- Proof of valid state driver's license
- Destination within the MMAC
- Purpose of visit
- Agency or business that visitor(s) is from
- Time entering MMAC

(4) Temporary Registration for Newly Purchased Vehicles

Temporary vehicle registrations will obtain a temporary vehicle pass not to exceed the date on the paper tag. Information required for temporary registration will include the following data:

- Name of vehicle driver
- Make/color of vehicle
- Temporary license tag number
- Proof of valid state driver's license

(5) Other Temporary Registrations

For those infrequent situations when a vehicle is temporarily being used for transportation to and/or parked at the Aeronautical Center, the MMAC guard service can issue extended employee parking permits as approved by AMP. The employee parking permit will be issued after the individual produces the authorized DOT identification media. Employee parking permits must not be issued in lieu of the MMAC parking decal.

(6) Vehicle Registration for Construction Contractors, Commercial Delivery, and Service Vendors

A temporary vehicle permit may be issued through the Commercial Screening Facility or the Pass and ID Desk at the Security Command Center on an as needed basis not to exceed the lesser of the length of the project or (30) days. All personnel must be required to provide the following information:

- Valid motor vehicle operator's license
- Certification of insurance

12. Parking

- a. Parking is permitted only in delineated parking spaces unless otherwise designated by signage.
- b. In all MMAC parking areas, motor vehicles must park within markers in identified and marked spaces except in zoned unpaved parking lots. Parking on or over a line is a violation.
- c. Authorized persons wishing to use loading zones must not exceed the time limit displayed on the loading zone sign and must leave the vehicle's flashers on regardless whether the sign indicates this or not.
- d. If a vehicle is found violating any of portion(s) this Order, the person in whose name the vehicle is registered or the person in whose name the vehicle license plate was purchased or obtained will be held responsible for any violations. The person to whom the vehicle is registered is responsible for notifying the Pass and ID Desk when the vehicle is sold or otherwise transferred. The Parking Decal/Permit must be destroyed to the extent possible when the vehicle is sold or otherwise transferred.
- e. Immobilized vehicles parked in violation of these Orders must be reported to the Security Dispatch the same day they become inoperable. Lack of notification will result in the owner or driver being held responsible for all violations incurred. Vehicles must then be moved within 24 hours. If the vehicle is still immobilized after 24 hours, it must be reported to the Pass and ID Desk. The maximum allowed time for an immobilized vehicle will be 72 hours, after which time, the owner or driver will be responsible for all towing charges.
- f. Parking violations will result in a ticket being placed on the vehicle. Penalties for violations may include notification to the individual's supervisor, loss of parking privileges and, for excessive/repeating/reoccurring violations, disciplinary actions in accordance with HRPM policies.
- g. FAA personnel must not use FAA parking areas/grounds to store, or reside in, any personally owned vehicles (e.g., recreational vehicles, boats, campers). Personnel may park these vehicles on FAA property only if they are using the vehicle as the day's commuting vehicle to and from work and are working on the facility.
- h. Only vehicles that are legal to operate in the jurisdiction where the facility is located are permitted on the facility property.
- i. All vehicles in the category of motor homes, large trucks that exceed one ton, pickups with extended bumpers or beds, etc., must be parked in the outlying areas of the Aeronautical Center as designated by the MMAC Facility Manager.
- j. FAA personnel are not authorized to park on the Center overnight or for periods in excess of 24 hours unless approved by the Facility Manager and must be on official FAA sanctioned TDY. Employees should notify AMP-300 prior to going TDY to prevent their vehicle from

being towed. Vehicles parked on the Center for periods in excess of 24 hours without prior approval from AMP-300 are subject to towing at the owners' expense.

k. The following parking procedures apply to the MMAC:

(1) Employee Parking. Employees must not park in:

- Visitors only spots
- Reserved spots
- Government vehicle spots
- Contract service vehicle spots
- Fire lanes and/or fire plug zones as designated by red curb markings
- Areas such as circular drives and ramps as designated by yellow curb markings
- Grassy areas unless marked for parking

(2) Motorcycle Parking

Motorcycles must park only in those areas designated as motorcycle parking areas by yellow markings. When possible, two or three motorcycles will park in the same parking space.

(3) Reserved Parking

- Reserved parking spaces will be kept to an absolute minimum to provide maximum spaces for all other employees. Reserved parking is managed by AMP-300 for all facilities and organizations on MMAC campus.
- Contractors' service vehicles that utilize Government vehicle reserved parking spaces must be clearly identified with the contractor's company name or logo.
- Per FAA Order 1600.69C: Vehicle parking spaces reserved for senior staff, VIPs, etc., should not be marked with the individual's title, name, or VIP. Signs or markings should only reflect Reserved with non-descriptive numbering or lettering to promote anonymity, reducing the possibility of an individual's person or property becoming a target for crime or workplace violence.

(4) Compact Car parking

All spaces designated compact car must only be used for vehicles that have a height less than 5 feet and a length less than 15 feet, 7 inches and must not be an SUV, mini SUV, van, minivan or truck.

(5) Accommodation Parking

To obtain an accommodation parking spot, the following are required:

- Written request from the appropriate division/staff manager, tenant, or straight-lined organizational manager, and
- Copy of the Oklahoma Department of Public Safety's Handicapped Parking Permit or Handicapped Parking Privilege Application (DPS: DLS0791) that has been completed and signed by the employee's physician.

These are to be provided to AMP-300 for official use only.

(6) Temporary Accommodation Parking

- To obtain a temporary accommodation parking spot, a written request from the immediate supervisor, along with a supporting statement from the employee's physician, must be sent to AMP-300 for temporary placement of a reserved parking sign.
- Temporary accommodation parking spaces will be assigned for a maximum period of ninety (90) days and must be revalidated by the appropriate supervisor and or equivalent in tenant and straight-lined organizations if the temporary space is to be extended.
- All temporary accommodation spaces will be pedestal parking spaces numbered to allow monitoring and removal on a timely basis.

(7) Towing of Vehicles

All unauthorized, illegally parked, or abandoned vehicles are subject to being towed from the Aeronautical Center at the expense of the owner.

(8) Reserved parking for Unions Representatives

Reserved parking for Union Representatives will be made available in accordance with their contracts with the Agency. All assigned Union parking spots will also be coordinated with the Office of Labor and Employee Relations.

(9) Registration, Parking and Traffic Violations & Penalties Policy

Violations numbers and their descriptions:

VIOLATION NUMBER	VIOLATION DESCRIPTION
V001	No permit
V002	Expired permit
V003	Improper display of permit/decal
V004	Parking Restricted area
V005	Parked on or over line
V006	Parking in crosswalk
V007	Parking in a fire zone
V008	Parking in a handicapped space
V009	Parking in a loading/service area
V010	Parking against flow of traffic
V011	Parking in a reserved space
V012	Parked in or impeding walkway
V013	Parking Unauthorized area
V014	Parked on grass
V015	Blocking road or access
V016	Vehicle exceeds space allowed
V017	Unauthorized Overnight Parking
V018	Compact Car Only
V019	Moving violations
V020	Other

(10) Penalties. Disciplinary action, if warranted, may be given for the following violations:

- Giving false or misleading information with regard to vehicle registration and parking violations.
- Alteration of any type of parking permit, utilizing a Wheelchair/Disabled space without proper permit, and/or improper parking in a restricted area.

- Tampering with or destruction of any regulatory or maintenance signs designed for the implementation of any traffic and parking rules and Orders.
- Alteration of or tampering with parking violation tickets or permits.

13. Aircraft Ramp and Hangar Areas

Operation of privately owned vehicles on the AJF Flight Line and/or Aircraft Operations Area (AOA) is strictly prohibited. Refer to AC Order 1600.21xx, as amended for the vehicle access and operations requirements for this restricted access area.

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