

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Womack Army Medical Center Parking Policy Memo #4

1. **PURPOSE:** This policy recognizes the importance of providing convenient parking for our patients and visitors at Womack Army Medical Center and the Womack Health and Support Center.
2. **BACKGROUND:** Ample parking is available for all patients, visitors and staff. Many of our customers are ill, have physical or medical limitations, young, elderly, or are accompanied by those who are, and we must demonstrate our dedication to serving their needs by providing convenient and easily accessible parking. Patient parking will turn over 6 or more times daily whereas staff parking is generally static during the workday. By addressing our customer's parking needs we can satisfy hundreds or thousands of customers daily.
3. The WAMC parking policy:
  - a. Patients, visitors and other external customers may use any available parking.
  - b. The WAMC staff shall park in the designated lots (see encl.) [A, AA, D, DD, G, H, I, K, L, and M](#). The three rows of lot A closest to the Womack Health and Support Center (WHSC) are reserved for patients. The "A" and "AA" lots are primarily for staff working in the clinic building and the WHSC. All other staff should utilize lots D, DD, G, H, I, K, L, and M. These staff parking restrictions apply during first shift and normal appointment times.
  - c. Staff working the second shift shall not park in the first three rows closest to building entrances (lot "E", 5 rows). This affords our extended hour patients convenient access to our facility. Third shift employees may select any available parking except the first five rows of lot "E". Personnel working second and third shifts are discouraged from parking in lots K and M for their own personal safety as they are remote from the other parking areas, observation is difficult, and safety is less assured in these lots.
  - d. Staff authorized handicapped parking privileges are requested to use designated handicapped parking farthest from the building entrances (consistent with their medical condition). Staff having a valid, displayed, handicapped or disabled veteran placard or license may use patient parking in lieu of handicapped parking (thus allowing more handicapped spaces for patients and visitors).
  - e. Parking is only allowed on designated, paved parking areas; parking on sidewalks, planted, or grass areas is strictly prohibited.
  - f. Consistent with threat conditions, stopping and standing to discharge or pick up personnel is allowed in the traffic circles however, the driver must remain in the vehicle. Parking is prohibited in the traffic circles, emergency drive, and all other drives and fire lanes.
  - g. The logistics area on the north side, the loading dock, energy center, and adjoining areas are for government, delivery and service vehicles only; personally owned vehicles are prohibited. Contractors may off-load vehicles in the loading dock area and then move them to staff parking lots. Parking is prohibited next to the oxygen tanks and hazardous materials building.

h. Limited parking is designated for General Officers or Medal of Honor Awardees, visiting clergy, military vehicles, expectant mothers, and the command staff.

4. The "staff" of WAMC includes all personnel employed by WAMC (including contractors) and all personnel providing services, attending training or otherwise performing a service to patients or visitors (excluding Red Cross volunteers).

5. The point of contact for this policy is the WAMC Safety Manager at 907-7233.

// signature on file//  
Chief of Staff

Encl  
as

DISTRIBUTION:  
A

**WOMACK ARMY MEDICAL CENTER**  
**FORT BRAGG, NORTH CAROLINA**

1. I \_\_\_\_\_ acknowledge that:  
(Printed Name)

- a. I was briefed on the MEDCEN Commander's parking policy.
- b. I was afforded the opportunity to read the written parking policy.
- c. I was given a diagram of the hospital parking lots indicating those available for staff parking.
- d. I was given the opportunity to ask questions and clarify any misunderstanding.

2. I understand that the Policy constitutes a legal order from the Commander, Womack Army Medical Center, and I acknowledge that I have hereby been informed of such order. I understand that parking in locations other than those authorized in the Policy is a violation of that order.

\_\_\_\_\_ I understand that, as a member of the Armed Forces, presently on active duty, my failure to comply with the Policy would constitute a violation of Article 92 of the Uniform Code of Military Justice for which I could be subject to judicial or nonjudicial punishment, or to such adverse administrative actions as my commander deems appropriate.

\_\_\_\_\_ I understand that, as a civilian employee of the Federal Government, my failure to comply with the Policy could subject me to disciplinary action to the maximum extent permitted by law and civilian personnel regulations.

\_\_\_\_\_ I understand that, as a student, my failure to comply with the Policy could subject me to disciplinary action as stated in AR 351-3.

\_\_\_\_\_ I understand that, as a contract employee, my failure to comply with the Policy could subject me to disciplinary action as stated in paragraph 3b.

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Rank/Grade)

\_\_\_\_\_  
(Date)

