



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
FORT MONROE, VIRGINIA 23651-5000

REPLY TO  
ATTENTION OF

ATCC-PM

MEMORANDUM FOR Region, Brigade and Battalion Commanders  
(ROTC), U.S. Army Cadet Command

SUBJECT: Amendment to the Reimbursement of Parking Fees

1. On 1 October 2001, U.S. Army Cadet Command (USACC) implemented a policy on the reimbursement of parking fees for Department of the Army personnel (Active, AGR, DAC, and Gold Bar Recruiters) who perform assigned instructional and administrative duties at any institution where a Senior Reserve Officers' Training Corps (SROTC) unit is maintained.

2. On 1 October 2002, the policy was amended as follows:

a. Cadre assigned to SROTC units are now required to submit requests for payment of parking expenses to HQ, USACC (ATCC-PM/Ms. Rose-Spenser) on the USACC Parking Services Fee Form. Following review, requests will be forwarded to Resource Management for procurement of parking services.

b. Cadre who prefer to seek reimbursement for parking expenses must adhere to the Per Diem Travel and Transportation Allowance Committee Policy, dated June 2002, which requires a \$25.00 co-payment per month (this should be the exception and not the rule). Instructions on submission of parking expenses are located on the USACC web page at:

<http://www.rotc.monroe.army.mil/soldier/parkgymtransit.asp>

3. USACC will continue to pay parking fees at the least expensive rate. Cadre who request exceptions to this standard must submit documentation through their Region to HQ, USACC for approval.

4. Point of contact is LTC Peter Formica, (757)-788-2359 or DSN 680-2359. e-mail [Peter.Formica@monroe.army.mil](mailto:Peter.Formica@monroe.army.mil)

FOR THE COMMANDER:

//Original Signed//  
RODNEY A. PHILLIPS  
Colonel, GS  
Chief of Staff