



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

JUN 16 2016

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #11, Reserved, Designated and
General Parking

1. References:

- a. Army Europe Regulation (AER) 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany, 13 August 2010
- b. Army Regulation (AR) 190-5, Motor Vehicle Traffic Supervision, 25 May 2006
- c. Army Europe PAM 550-19 App E, The German Road Traffic Ordinance, 19 July 2011
- d. Army Regulation 420-1, Army Facility Management, 24 August 2012
- e. Army Europe Regulation 27-9, Misconduct by Civilians, 29 January 2011

2. Purpose:

- a. Establish the designated, reserved, and general parking policy for U.S. controlled facilities within the USAG Wiesbaden area of responsibility.
- b. Keep signage throughout USAG Wiesbaden Community standardized and to a minimum.

3. Applicability: This policy applies to all Soldiers, Civilians, Family members, and tenant units/agencies within the USAG Wiesbaden area of responsibility.

4. Policy:

- a. Situation: New parking spaces have been created; however, not all of the parking is adjacent to the workplace. This policy implements measures to make the most effective use and control of the parking available for customer service and authorized reserved parking. All tenants and residents should work together to make the best use of transportation and available parking resources. They should consider alternative means of transportation, including carpooling, riding the bus, and bicycling.

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b. Responsibilities:

(1) The Commander, USAG Wiesbaden is the sole approving authority for all designated and reserved parking requests and policy.

(2) The Director of Emergency Services (DES) will be responsible for validating requirements and approval or disapproval of designated and reserved parking spaces for the Garrison Commander. DES will utilize assigned Military Police to enforce this policy using appropriate governing regulations.

(3) The Directorate of Public Works (DPW) is the only office authorized to provide and install all designated and reserved parking signs, and remove all unauthorized signage and markings per directive from the Garrison Commander.

(4) Commanders and Directors of assigned tenant units/agencies will request authorized designated and reserved parking through the DES.

c. Authorized Designated and Reserved Parking.

(1) Official Vehicle (TMP/NTV/GSA) Parking. Official vehicles include military and other vehicles with official government license plates. Official vehicles (TMP/NTV/GSA) will be parked behind blue reserved parking signs assigned to the respective tenant unit/agency. Assigned and tenant unit/activities are authorized official vehicle (TMP) parking as follows:

(a) Four reserved spaces for General/Flag Officer-level commands.

(b) Three reserved spaces for Colonel-level commands.

(c) Two reserved spaces for Lieutenant Colonel-level commands.

(d) All TMP/NTV/GSA vehicles in excess of the above authorizations will be parked in the parking garage.

(e) Excess TMP/NTV/GSA vehicles should be turned in and dispatched on an as needed basis.

(2) Handicap Parking. Parking spaces for individuals with disabilities are required by the Uniformed Federal Accessibility Standards, DOD guidelines, and the Americans with Disabilities Act. Individuals authorized to park in disabled parking will obtain and display the proper United States Army Europe issued handicap placard IAW AER 190-1. Violators will be ticketed with DD Form 1408 (Armed Forces Traffic Ticket) and their vehicles towed and impounded at the owners' expense.

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(3) Key Personnel Parking. Reserved parking for key personnel is limited by Installation Management Command Europe (IMCOM-E) guidance. Parking is reserved for the following personnel based on unit authorizations:

(a) General/Flag Officers and civilian equivalents, and their Command Sergeants Major (CSM).

(b) Command Selection List (CSL) brigade and battalion commanders and their DA appointed CSM. Provisional commanders and Sergeants Major (SGM) are not authorized designated spaces.

(c) Colonel and civilian equivalents serving as agency heads.

(d) Colonel-level Deputy Commanders, Chiefs of Staff, Executive Officers, staff principals or civilian equivalents serving on a General Officer-level command staff. Colonels serving on a Colonel-level staff and Lieutenant Colonel Staff principals are not authorized designated spaces.

(4) Expectant Mothers Parking. Expectant mother reserved parking is authorized and limited to marked front-door customer service locations (e.g. AAFES/Commissary). Reserved spaces will be clearly designated with signs posted by DPW. Expectant mothers must obtain placards at the Wiesbaden Health Clinic and display placards in their vehicles while parked in expectant mothers' parking spaces.

(5) Gold Star. Gold Star Families reserved parking is authorized and limited to Army Community Service and marked front-door customer service locations (e.g. AAFES/Commissary). Reserved spaces will be clearly designated with signs posted by DPW. Families of the Fallen must obtain placards from the USAG Wiesbaden Survivor Outreach Services and display placards in their vehicles while parked in Gold Star parking spaces.

(6) VIP Guest Parking. Guest parking is authorized for tenant units or activities and utilized as directed by the respective commanders, directors or civilian equivalents. Guest parking is authorized as follows:

(a) Two reserved spaces for General/Flag Officer-level commands.

(b) One reserved space for Brigade-level commands.

(c) No reserved VIP spaces for Battalion-level commands and below.

d. Reserved parking is authorized for assigned and tenant units and agencies based upon the rules of allocation as described in paragraph 4c. (1) and (3). These allocations will be determined based upon unit authorization documents. They are not based upon

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the ranks of individuals, nor will authorizations change based upon promotions or reassignments. Reserved parking spaces will be marked by DPW and identified by parking permit numbers. Units and agencies maintain control of the parking assignments for their own reserved spaces and are responsible for assigning them to the parking assignments for their own reserved spaces and are responsible for assigning them to the proper personnel. Units and agencies are not authorized to post signs or paint curbs/buildings with reserved parking designations. All signs will be designated numerically by unit and conform to the IMCOM-E standard template. No names, logos, or titles will be annotated. The total number of reserved spaces (key personnel, TMP, and guest VIP spaces) will be numerically sequenced. For example, if the combined total is seven, reserved spaces will be numbered 1-7. Organizational leadership will assign authorized individuals to reserved spaces.

e. Non-Operational Vehicles. Vehicles in non-operational status will not remain parking in the housing areas or in "general/public" parking zones. Violators will be towed at the owners' expense. Non-operational vehicles will only be parked in the following areas:

(1) Directorate of Family Moral Welfare and Recreation (DFMWR) Auto Skills Center is the designated non-operational vehicle parking area. All privately owned vehicles (POVs) parked in this area will be registered with the Auto Skills Center. There will be a parking fee associated with keeping vehicles in this area. Those that are not registered will be in violation of this policy and towed to the impound lot at the owners' expense. Individuals utilizing the services of the Auto Skills Center will make every effort to return the vehicle to an operational status as soon as possible.

(2) AAFES Auto Repair Garage (Auto Pride) on Mainz-Kastel Station, with a copy of the work order and the non-operational decal and placard in the window.

(3) Unit motor pool, with the approval of the unit commander and non-operational placard in the window.

f. All tenant unit TMP vehicles that are not allocated parking locations in accordance with this policy will be parked inside the parking structure.

g. Requests for exception to policy due to unique requirements or mission demands will be submitted through the DES to the garrison commander for consideration.

h. Unauthorized Parking

(1) Unauthorized Parking in designated handicapped spaces and fire lanes or by fire hydrants will result in the driver being ticketed and the vehicle being towed at the owners' expense or booted. Persons committing more than one such violation within 12 months will receive a 30 day suspension of their on-post driving privileges.

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(2) Vehicles will not be parked or stopped on lawns known as a seeded area, on curbs or in front of a lowered curb known as a "Half Curb",

(3) Parked in front of and/or behind road intersections within 5 meters or less from an intersection or crosswalk which clearly interferes with ongoing operations or movement of traffic that threatens public safety or convenience, unless specifically authorized by posted signs.

(4) Parking time monitoring devices during the authorized time and indicated by sign. The parking time may be restricted to certain hours or days. The vehicle must have a parking disc clock that can be clearly read from outside where indicated by sign. The device indicator of the disk must point to the line marking that half hour which follows the time the car was stopped. Persons not complying with this policy will be issued a DD Form 1408 (Armed Forces Traffic Ticket).

(5) Long term parking/storage of vehicles or trailers is not authorized in the Clay Kaserne parking structure located adjacent to building 1652. Long term parking/storage is considered to be a vehicle or trailer which remains in the same parking space for more than seven (7) consecutive days without moving. Violators will be ticketed with DD Form 1408 (Armed Forces Traffic Ticket) and their vehicle or trailer will be towed and impounded at the owners' expense.

(6) POVs for sale will not be parked in unauthorized sales lots overnight on any USAG Wiesbaden installation. The exception to this rule is if the vehicle is properly registered to park in the USAG Wiesbaden re-sale lot located in the Wiesbaden Entertainment Center (WEC) parking lot.

(a) Owners wishing to sell their POV on the installation will register their vehicles for the POV sale lot at the WEC prior to parking them in the designated parking location.

(b) Owners must maintain a valid registration.

i. Parking policy penalties for general parking policy violations are:

(1) First time offenders are issued a DD Form 1408 (Armed Forces Traffic Ticket).

(2) Second time offenders will receive a ticket and a warning letter from the USAG Wiesbaden Garrison Commander.

(3) Third time offenders will receive a 30 day suspension of their on-post driving privileges on applicable USAG Wiesbaden installations.

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(4) Persons committing more than three parking violations within a 12-month period are subject to further penalties IAW the UCMJ and AER 27-9, Misconduct by Civilians.

5. Point of contact for this memo is the DES, DSN: 548-7777/7778 or CIV 0611-143-548-7777/7778.

A handwritten signature in black ink, appearing to read 'TJF', with a stylized flourish at the end.

TODD J FISH
COL, LG
Commanding