



REPLY TO  
ATTENTION OF

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

IMEU-WSB-ZA

6 JAN '11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 15, Reserved and Designated Parking

1. References:

a. AER 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany, 4 February 2009.

b. AR 190-5, Motor Vehicle Traffic Supervision, 25 May 2006.

c. AR 420-1, Army Facility Management, 12 February 2008.

d. Memorandum, HQ, IMCOM-E, 28 April 2008, subject: IMCOM-Europe Policy on Reserved and Designated Parking.

2. Purpose: The purpose of this command policy is to:

a. Establish the designated and reserved parking policy for U.S. controlled facilities within the USAG Wiesbaden area of responsibility.

b. Keep signage throughout USAG Wiesbaden standardized and to a minimum.

3. Applicability: This policy applies to all assigned and tenant units/activities within the USAG Wiesbaden including the civilian workforce, contractors, vendors, AAFES, DECA, DODDS, Medical Command, and NAF operated activities.

4. Situation: Parking has become a significant area of concern throughout the USAG Wiesbaden community and will only get worse with upcoming construction projects associated with community transformation. This policy implements measures to make most effective use and control of limited parking during this period of construction and will require everyone's cooperation to implement successfully. All tenants and residents should work together to make best use of transportation and scarce parking resources. They should consider alternative means of transportation, including carpooling, riding the bus and bicycling.

5. Responsibilities:

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a. Commander, USAG Wiesbaden is the sole approving authority for all designated and reserved parking requests.

b. Director of Public Works (DPW) will provide, install, and maintain all designated and reserved parking signs, and remove all unauthorized signage and markings per guidance from the garrison commander.

c. Commanders and directors of assigned and tenant units or activities will request authorized designated and reserved parking signs by submitting a Facilities Engineering Work Request (DA Form 4283) to the DPW, Work Reception and Scheduling Office.

d. USAG Wiesbaden DPW and Directorate of Emergency Services (DES) are responsible for validating requirements and recommending approval or disapproval of designated and reserved parking spaces to the garrison commander.

e. Leadership at all levels should encourage car pooling, use of public transportation, and bicycling whenever possible in order to provide maximum parking availability to the community.

6. Authorized Designated and Reserved Parking. USAG Wiesbaden commander will approve designated parking (e.g. customer and employee parking). Reserved parking is allocated based on the following criteria:

a. Official Vehicle (TMP/NTV/GSA) Parking. Official vehicles include military and government sedans and other vehicles with official government license plates. To provide maximum parking spaces to the community, excess TMP vehicles should be turned in and dispatched on an as needed basis. Otherwise, all TMP vehicles will be parked in the consolidated parking lot between B1002 and B1033 or between B1033 and B1034 and dispatched from these lots when being utilized. Under no circumstances will an official vehicle (TMP/NTV/GSA) be parked in “general/public” parking zones on Wiesbaden Army Airfield. However, official vehicles (TMP/NTV/GSA) can be parked behind a blue reserved parking sign assigned to the respective tenant unit/agency. Assigned and tenant units/activities are authorized official vehicle (TMP) parking as follows:

- (1) Four reserved spaces for General/Flag Officer-level commands.
- (2) Three reserved spaces for Colonel-level commands.
- (3) Two reserved spaces for Lieutenant Colonel-level commands.

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b. Disabled Parking. Parking spaces for individuals with disabilities are designated as required by 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 USAREUR 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.

c. Key Personnel Parking. Reserved parking for key personnel is limited by IMCOM Europe policy. Parking is reserved for the following personnel, based on unit authorizations:

(1) General/Flag Officers and their Command Sergeants Major (CSM).

(2) Command selection list (CSL) brigade and battalion commanders and their DA appointed CSM. Provisional commanders and SGMs are not authorized designated spaces.

(3) Colonels and civilian equivalents serving as agency heads.

(4) 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.

d. Volunteer of the Month Parking. Volunteer of the Month reserved parking is authorized and limited to marked front-door customer service locations (e.g. commissary, AAFES). Reserved spaces will be clearly designated with signs posted by DPW. Volunteers of the Month must display their parking placards in their vehicles while parked in these spaces.

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

f. 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:

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

(2) One reserved space for brigade-level commands.

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(3) No reserved VIP spaces for battalion-level commands and below.

7. Reserved parking is authorized for assigned and tenant units and agencies based upon the rules of allocation as described in paragraph 6. These allocations will be determined based upon unit authorization documents. They are not based upon ranks of individuals, nor will authorizations change based upon promotions or reassignments. Reserved parking spaces will be marked by the Directorate of Public Works 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 proper personnel. No units or agencies are authorized to post their own signs, nor paint curbs or buildings with reserved parking designations. All signs will be designated numerically by unit and conform to the IMCOM Europe standard template. No names, logos or titles will be annotated. The total number of reserved spaces (key personnel, TMP and guest spaces) will be numerically sequenced. For example, if the combined total is seven, reserved spaces will be numbered 1-7. Organizational leadership will determine which authorized individuals use which space.

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

9. Penalties for parking violations are:

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

b. Second time offenders will have their vehicles towed and impounded at the owners' expense.

c. Third time offenders will have their driving privileges suspended for 30 days.

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

10. The point of contact is the Directorate of Emergency Services at 337-7292.

Encl  
Unit Parking Allocations



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Commanding