



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON GRAFENWOEHR  
UNIT 28130  
APO AE 09114-8130

29 MAR 2013

IMGF-PW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bavaria Military Community Policy Letter #41; Reserved and Designated Parking

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope.** The purpose of this policy letter is to outline the procedures for reserved and designated parking within the Bavaria Military Community (BMC), and provide appropriate guidance for submitting requests. It will also ensure that policy standards are met.
3. **References.**
  - a. AR 190-5 Motor Vehicle Traffic Supervision, dated 22 May 2006.
  - b. AER 190-1 Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany, dated 13 August 2010.
  - c. USAG Grafenwoehr & Hohenfels Installation Design Guide (IDG), dated November 2005.
  - d. 2010 ADA Standards for Accessible Design, Department of Justice, dated 15 September 2010.
4. **Purpose.** To maintain close supervision of all reserved parking with the intent of limiting the number of reserved parking spaces within the BMC. This policy letter ensures the most efficient use of on/off street parking on an unreserved first come, first served basis as required by AR 190-5.
5. **Applicability.** This policy letter applies to all parking areas and spaces within the Bavaria Military Community (BMC).
6. **Responsibilities.** The Director of Public Works (DPW) will provide, install, and maintain signs for designated and reserved parking as required by this policy letter. The DPW will also remove signs and markings for designated and reserved parking that are not authorized. Commanders and directors will request designated and reserved parking by submitting a DA Form 4283 to the DPW work order section. The Garrison DPW and the Provost Marshal are responsible for validating and recommending approval of signs and spaces for designated and reserved parking to the Garrison Commander.

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7. **Authorized Reserved Parking**: Reserved parking will be designated by position and not by name. The following categories of reserved parking are considered authorized:

a. Disabled Parking. Parking spaces for individuals with disabilities will be designated as required by Uniformed Federal Accessibility Standards and American with Disabilities Act accessibility guidelines.

b. Family Housing Parking. One reserved space is authorized for each set of Family quarters in parking areas designated for Army Family Housing.

c. Key Personnel Parking. Reserved parking for key personnel will be limited. Only the following positions are eligible for reserved parking:

d. Commanders, Command Sergeants Major/First Sergeants from company size and above. This does not include Garrison Staff Directorates, nor reserved military vehicle parking.

(1) Colonels who are the Director of Training, G-3, Director of Simulations, Director JMSC, Reserve Component Liaison Officer, and the Garrison Religious Support Officer.

(2) Survivor Outreach Services (SOS) and STORK parking.

(3) Installation Volunteer Coordinator approved 1,000 hour volunteer parking.

(4) Emergency response vehicles.

8. Point of contact for this policy letter is the DPW, Master Planning Division at 475-6457 in Grafenwoehr, 466-2725 in Hohenfels, and 440-3803 in Garmisch.

  
JAMES E. SAENZ  
COL, SF  
Commanding

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