



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON KAISERSLAUTERN  
UNIT 23152  
APO AE 09227-3152

IMKA-ZA

07 AUG 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAG-K) Command Policy Memorandum #45, Reserved Parking Policy

1. References.
  - a. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
  - b. AR 420-1, Army Facilities Management, 12 February 2008.
  - c. AE Reg 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany, 13 August 2010.
  - d. Department of the Army Installation Design Standards, 3 May 2004.
  - e. USAG Kaiserslautern DPW Customer Guide, May 2011.
2. Purpose. The purpose of this policy is to:
  - a. Ensure the most efficient use of parking space in the USAG-K area of responsibility (AOR) on an unreserved (first come, first serve) basis, as required by AR 190-5.
  - b. Establish the designated and reserved parking policy for the USAG-K.
  - c. Keep signage throughout USAG-K standardized and to a minimum.
3. Applicability. This policy applies to all units, agencies, activities, tenants, and all civilian employees working in the USAG-K AOR. Each G-level staff will be treated as a separate command for the purpose of this document.
4. Policy. The following categories of reserved parking are authorized:
  - a. Disabled Parking. Parking spaces for individuals with disabilities will be designated as required by Uniformed Federal Accessibility Standards and Americans with Disabilities Act accessibility guidelines. Individuals authorized to park in disabled parking will obtain and display the proper handicap placard IAW AE Reg 190-1.

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b. Official Vehicle (TMP) Parking. Official vehicles include military and Government sedans and other vehicles with official Government license plates. Tenant units and activities are authorized official vehicle 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.

c. Key Personnel Parking. Reserved parking for key personnel is limited and may be issued for the following personnel based on unit authorizations per enclosed civilian/military equivalency table (DOD Financial Management Regulation, enclosure 1):

- (1) General/Flag Officers and their Command Sergeants Major (CSM) serving them.
- (2) Brigade and battalion Commanders and the CSMs serving them.
- (3) Agency Directors (Colonels, Lieutenant Colonels, and civilian equivalents).
- (4) Deputy Commanders, Chiefs of Staff, Executive Officers serving at or above the Colonel or Lieutenant Colonel command level and civilian equivalents.

## 5. Responsibilities.

a. Commanders and directors of assigned and tenant units or activities will request authorized designated and reserved parking signs by submitting the request through the ICs to the DPW for validation and approval. Sign requests will be submitted in the enclosed format, and a copy of the unit's current MTOE/TDA must be provided with the request (enclosure 2).

b. Installation Coordinators/Managers (ICs/IMs) will issue sign requests to the DPW for their respective installations. A parking plan shall be established and maintained by each IC to track reserved parking spaces. Parking spaces reserved for personnel by name or by position are not permitted due to force protection considerations (AE Reg 190-1). The ICs will assign numbers to the spaces and track them.

c. The Director of Public Works (DPW) is the authority for validating requirements for designated reserved parking spaces. The DPW will provide and maintain signs as required. If current reserved parking is not in compliance with this policy, signs will be removed. The Garrison will require periodic validation of current assignments on an as-needed basis. Failure to validate at the request of the Garrison will result in (1) issuing a warning to the unit and (2) after 30 days, removal of the sign. Replacements will be based

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on current MTOE/TDA. Reserved parking will be designated by signage according to Department of the Army Installation Design Standards. Parking spaces will not be designated by painting the surface of the road.

d. Leadership at all levels should encourage car pooling, use of public transportation, and bicycling whenever possible in order to provide maximum parking availability throughout the USAG-K.

6. The proponent for this policy is the USAG-K DPW, O&M Division, DSN 483-7606.

2 Encls  
as



LARS N. ZETTERSTROM  
LTC, EN  
Commanding

Distribution: D

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DoD Financial Management Regulation

Volume 11A, Chapter 6, Appendix B

\* January 2011

**APPENDIX B**  
**DEPARTMENT OF DEFENSE WORKING CAPITAL FUNDS**  
**CIVILIAN/MILITARY EQUIVALENCY RATE**

Fiscal Year \_\_\_\_\_

The cost of military personnel assigned to activities financed by a Defense Working Capital Fund (DWCF) is included in the total cost of operations of the Working Capital Fund activities at civilian equivalent rates. Military personnel assigned to DWCF activities are to be costed at civilian equivalent rates, using the rates in the table below.

MILITARY GRADE	CIVILIAN GRADE EQUIVALENT Based on GS Pay Scales	CIVILIAN EQUIVALENT RATE BY(s) 20
0-9	ES Level III	
0-8	ES Level IV	
0-7	ES Level V	
0-6	GS-15	
0-5	GS-14	
0-4	GS-13	
0-3	GS-12	
0-2	GS-11	
0-1	GS-09	
WO-5	GS-12	
WO-4	GS-13	
WO-3	GS-11	
WO-2	GS-09	
WO-1	GS-09	
E-9	GS-08	
E-8	GS-07	
E-7	GS-06	
E-6	GS-05	
E-5	GS-05	
E-4	GS-04	
E-3	GS-05	
E-2	GS-02	
E-1	GS-01	

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**UNIT LETTERHEAD**

**SAMPLE REQUEST FOR  
RESERVED PARKING SIGN**

Date \_\_\_\_\_

Unit Name \_\_\_\_\_

POC Name \_\_\_\_\_ Tel. Nr. \_\_\_\_\_

Bldg # \_\_\_\_\_ Email Address \_\_\_\_\_

Description of current Reserved Parking Signs:

Position / Rank / GOV License Nr.	Installation	Space Nr. / Description on Sign

Number of requested  
Reserved Parking Signs: \_\_\_\_\_

Positions requesting  
Reserved Parking Signs: \_\_\_\_\_

No Request will be processed without Tennant Manning Document (MTOE, TDA, Contract).

Requests will be submitted to DPW, through the Installation Coordinator.

Commander / Director  
Signature

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