



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HML (RN 100)

5 November 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #14, Installation Parking

1. References:

- a. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006
- b. USFK Regulation 190-1, Motor Vehicle Traffic Supervision, 27 September 2021

2. This policy is effective immediately. It remains in effect until rescinded or superseded.

3. Applicability. This policy applies to all personnel authorized to operate motor vehicles on Humphreys and within Area III.

4. Purpose: This policy sets responsibilities and procedures for reserved and executive designated parking.

5. General:

a. This policy is punitive in nature and violation of the provisions herein may subject military personnel to disciplinary and/or administrative actions. Family members, civilians, contractors, and visitors who do not comply with this policy may be subject to administrative action or sanctions.

b. Personnel who violate the parking policy will be cited on a DD Form 1408 (Traffic Ticket, Armed Forces) for failure to obey a lawful order/regulation. The DD Form 1408 will be forwarded to the commander or director of his/her organization for action.

c. A parking space shall be defined as a space where vehicles may be assembled or stationed with application of the following:

(1) A valid parking space is within the striped stall markings in a paved lot or against a bumper block in a gravel lot. Any area that is not striped, does not have a bumper block in front of it or is not specifically identified as a parking space/lot/area is not a legal parking space.

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(2) "By Permit Only" vehicles shall park in blue handicapped, expectant mother, or white marked parking stalls only.

(3) Any vehicle parked in a location other than designated areas is subject to immobilization or immediate removal and/or impounding at the operator's and/or owner's expense. This includes but is not limited to the following:

(a) Sidewalk or blocking ramps leading to sidewalks.

(b) Beyond the lines designating a legal parking space.

(c) In front of movable barriers, in spaces where cones have been placed or in any place marked "No Parking," "Tow Away Zone," "Loading Zone" or "No Long Term or Overnight Parking."

(d) Without a valid permit for any reserved parking spaces/areas as specifically designated by a posted sign, which includes spaces designated for disabled persons and expectant Mothers (Stork Parking). Vehicles parking in those spaces must display the appropriate permit indicating appropriate status.

(e) On the curb of any street, especially fire lanes which are defined as red curbs, unless signs or pavement marking specifically indicate that parking is permitted.

(f) Lawns (includes seeded areas through-out the installation).

(g) Obstructing the normal flow of traffic.

(h) In an establishment or parking lot which does not permit motor vehicles to be left unattended per signage clearly posted.

6. Abandoned Vehicles: Abandoned vehicles that are reported to or discovered by DES will be tagged. After 72 hours of being tagged, the vehicles will be towed and impounded at the owner's expense in the DES impound lot. To retrieve the vehicle the owner must provide a valid USFK License, current proof of registration, and receipt for any associated towing fees.

7. Designated Parking: The installation will provide for five percent of existing parking spaces within a given parking lot for government vehicles, executive parking or customer/visitor parking. The most efficient use of on/off-street parking space should be stressed on a non-reserved (first-come first-served) basis. However, within the five percent limitation, the following policies will apply:

a. Customer parking will receive first priority, followed by government vehicle parking.

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b. Adequate handicap parking (if applicable) will be provided within existing assets. Designated handicapped and expectant mother parking is not included in the five percent limitation.

c. The last priority is executive (reserved) parking. The designation of executive/reserved parking will be kept to a minimum. Building managers will submit all requests for executive parking and exceptions to the above reserved parking policy to the Directorate of Public Works (DPW) for approval by the Garrison Commander. The following items are required to process an exception to policy:

(1) Memorandum for Exception to USAG-Humphreys Policy Letter #14, Installation Parking, to include complete justification for the exception.

(2) Facilities Engineering Work Request DA Form 4283, SEP 2003.

(3) Supporting Documentation, i.e. diagrams, pictures, overhead imagery, etc.

d. DPW will submit the request through the Directorate of Emergency Services (DES) Provost Marshal Office (PMO) to the Garrison Commander for final approval.

e. Parking signs not in compliance with the above policy or emplaced by tenant organizations without DPW approval will be removed.

8. Point of contact is the Directorate of Emergency Services at 755-9917/18.

  
RYAN K. WORKMAN  
COL, AR  
Commanding

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USAG Humphreys Website