



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

23. 12. 2019

MEMORANDUM FOR All personnel residing in the USAG Stuttgart area of responsibility

SUBJECT: USAG Stuttgart Command Policy Letter #33, Army Lodging Panzer Hotel Parking Spaces Procedures

1. REFERENCES:

a. AR 420-1, Facilities Engineering Army Facilities Management.

2. PURPOSE: To establish policy for the effective management of the Army Lodging Panzer Hotel Parking Spaces in the lot adjacent to Building 2905.

3. APPLICABILITY: This policy applies to all residents of the Stuttgart Community, Guests and Employees of the Panzer Hotel, and travelers or visitors to said community.

4. OBJECTIVE: To maintain adequate spaces for employees and guests of the Panzer Hotel while providing a managed process for allowing other individuals the possibility of short-term overnight parking space. Effective management of these parking spaces will ensure their use is consistent with both the mission of the Garrison and Army Lodging while deterring vehicle abandonment.

5. POLICIES:

a. Use of the Panzer Hotel Parking Lot will be limited to four hours maximum, unless a parking pass has been issued by Army Lodging. The use of the parking time meter will be enforced for all vehicles not displaying an Army Lodging Parking Pass.

(1) GUESTS: Guests will be issued parking passes based off their reserved stay at the facility. Their passes will display their Lodging property management system (Defense Lodging System) Account Number and expiration date (checkout date).

(2) EMPLOYEES: Employees will be issued semi-permanent parking passes. Their passes will contain their vehicle plate number and expiration date (one-year from issue date), which they will have to request annually.

(3) VISITORS: Hotel Visitors or sponsors of guests needing longer than four hours parking may request a pass at the Lodging Front Desk. Their pass will be the

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same as the employee pass, but will be controlled by entering their name, auto plate number and expiration date into a list maintained on the Army Lodging Intranet Portal.

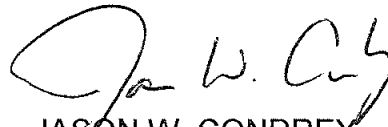
(4) OTHER SHORT-TERM USE: Other short-term overnight use of lot spaces will also be controlled by Army Lodging and specific parking passes will be issued as needed. Their passes will be the same as the employee pass, but will be controlled by entering their name, auto plate number and expiration date into a list maintained on the Army Lodging Intranet Portal.

(5) PARKING PASS: The parking pass text will be written in German and unobtrusive with no hotel, individual, or U.S. Identifying notations or graphics, in order to provide for individual anonymity and operational security (see attachment 1).

b. Use of parking passes will be solely controlled by Army Lodging and vehicles found to be abusing this policy will be referred to Military Police for possible ticketing and may be subject to the vehicle being towed from the lot.

6. All parking requests received by USAG-Stuttgart Department of Emergency Services Operations (DSN 596-3102/3095) will be referred to hotel management for processing.

7. PROPONENT: The point of contact is the USAG Stuttgart Lodging Manager at DSN: 431-3395, Commercial +49-7031-15-3395.


JASON W. CONDREY
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